

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

Fol. #5



STATINTL

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

STATINTL

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[REDACTED]

NOTICE

13 January 1971

NO. 1

SUBJECT: Intra-Unit VHF Radio Network

STATINTL

REFERENCE: [REDACTED] Notice No. 25, dated 6 November 1969

STATINTL

EXPIRES: Indefinite

1. Effective immediately, the call sign [REDACTED] with the appropriate identifying suffix will be used on the Intra-Unit VHF net.

2. The call sign [REDACTED] is no longer valid for any use.

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[REDACTED]

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[REDACTED]
NOTICE

NO. 3

3 May 1972

SUBJECT: Dempster Dumpster Service

EXPIRES: Indefinite

1. Effective immediately, the following procedures apply:

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[REDACTED]

b. All personnel are reminded to crush boxes so as to avoid filling a dumpster with only several empty boxes.

c. Avoid overfilling dumpsters. Overfilling results in trash falling out when dumpster door is opened and being scattered around the area. Manhours expended by Civil Engineering personnel in policing the scattered trash could be more effectively utilized to complete some of the many backlogged projects.

STATINTL

[REDACTED]

Commander

NOTE: This notice supersedes [REDACTED] Notice No. 4 dtd 21 May 1970.

STATINTL

By direction of the Commander, this file
is to be reviewed by each director
annually.

Reviewed - March 1972

2BR

REGULATIONS

TAB

SECRET

Master Copy



25X1A

Reg 0-2

1 February 1972

Indexes

25X1A

NUMERICAL INDEX OF REGULATIONS

25X1A

This index includes all publications current as of 31 January 1972 and those which have become obsolete since the last issue of Reg 0-2.

25X1A



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Supersedes Reg 0-2, 1 Aug 71
OPR: COMD
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Reg 0-2

CURRENT REGULATIONS

	<u>NUMBER</u>	<u>DATE</u>	<u>TITLE</u>	<u>OPR</u>
			0 - INDEXES	
			25X1A	
	0-2	1 Feb 72	(S) Numerical Index of Regulations	COMD
			5 - PUBLICATIONS MANAGEMENT	
25X1A	5-2	24 MAR 74 16 Oct 69	Regulations, OIs, and Notices	SPT
			10 - WRITTEN COMMUNICATIONS	
	10-1	24 MAR 74 14 Jan 72	(S) Cable Policy and Procedures	COM
	10-2	01 FEB 74 15 Nov 71	(S) Exercise/Deployment Reports	COMD
			11 - ADMINISTRATIVE PRACTICES	
25X1A	11-1	25 MAR 72 22 Oct 69	12 MAR 74 Duty Officer	COMD
	11-2	2 Oct 69	Cleanliness	SPT
	11-3	13 Oct 69	Travel Request and Authorization	SPT
	11-4	16 FEB 72 22 Oct 69	(S) Policy for QP Vehicles	SPT
	11-5	19 Apr 71	Per Diem Rates on Domestic Travel (TDY)	SPT
25X1C	11-6	11 FEB 74 4 Feb 71	Utilization, Maintenance and Administration of Trailers	SPT
	11-7	18 Jan 72	Deployment Information Cards	COMD
			[REDACTED]	
	30-1	23 Sep 69	Commander's Advisory Council = <i>rescinded 11 Apr 74</i>	COMD
			35 - MILITARY PERSONNEL	
	35-3	12 MAR 74 14 Jan 72	Leave	SPT
25X1A	35-4	12 MAR 74 14 Oct 69	Military Uniforms and Working Dress	SPT
			40 - CIVILIAN PERSONNEL	
	40-1	19 Apr 71	(S) Staff Employees' Overtime and Holiday Compensation	SPT
	40-2	19 Apr 71	Leave	SPT

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Reg 0-2

		50 - TRAINING	
	50-1	15 Oct 69 ^{12 APR 72} Firearms Training and Range Instructions	SEC
		60 - FLYING	
	60-1	12 Apr 71 Pre-Mission Security Check of Pilots and Aircraft	OPS
25X1A	60-2	12 Apr 71 Evaluation of Students and Student Training at [REDACTED]	OPS
25X1A	60-3	16 Oct 69 ^{31 MAY 72} Strange Field Landing and Procedures	OPS
		[REDACTED]	
	60-5	13 Oct 69 Pre-Takeoff Procedures	OPS
25X1A	60-6	16 Jun 70 Unauthorized Aircraft Landings at [REDACTED]	SEC
	60-7	12 Apr 71 Mission Launch Schedule	OPS
	60-8	12 Apr 71 Mission Briefing, Debriefings and Critique Procedures	OPS
25X1C		[REDACTED]	
	60-10	18 May 71 ^{25 MAY 72} PCP Qualifications for Support Aircraft	OPS
		66 - DEPOT FIELD AND ORGANIZATIONAL MAINTENANCE	
	66-1	2 Oct 69 Manual Publication Deficiency Reporting Procedures	MAT
		67 - SUPPLY	
	67-1	3 Oct 69 Personal Clothing and Equipment	SUP
	67-2	3 Oct 69 ^{13 MAR 72} Local Fund Purchases	SUP
	67-3	20 Oct 69 ^{30 MAR 72} Request for Issue	SUP
	67-4	22 Oct 69 ^{12 FEB 74} Turn-In Procedures	SUP
	67-5	22 Oct 69 ^{22 MAR 72} (S) FAK Change Request	SUP
	67-6	22 Oct 69 (S) Procedures for Loading and Off-Loading Cargo for Deployments and Ferries	SUP

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67-7	16 Oct 69	(S) Airlift Procedures and Cargo Movement	SUP
67-8	29 Apr 70	Bench Stock	SUP
67-9	21 Oct 69	Color Coding of Mobility Containers	SUP
67-10	20 Oct 69 ^{24 MAR 72}	Property Responsibility - SLOE Equipment	SUP
67-12	7 Oct 69	Receiving and Shipping	SUP

77 - MOTOR VEHICLES

77-1	22 Apr 71 ^{12 APR 72}	(S) Utilization and Care of Vehicles	SPT	
ADD x 77-2	→ 14 Oct 69 ^{22 APR 71}	Repair of Privately Owned Vehicles	SPT	
77-3	14 Oct 69 ^{11 APR 72}			
x 77-2 28 JAN 72	77-4	23 Sep 69	Automotive Grease Pit	SPT

92 - FIRE PROTECTION

92-1	5 Nov 69	Fire Safety - Smoking and Parking	SEC
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100 - COMMUNICATIONS-ELECTRONICS ACTIVITIES

25X1A

100-2	13 Oct 69 ^{12 MAR 74}	Ground-Based Radio Communications Service	COM
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25X1A

127 - SAFETY

127-1	1 Jun 70	Accident/Incident Reporting	COMD
127-2	28 May 71 ^{20 MAR 72}	Safety Council/Accident Prevention Program	OPS
127-3	16 Aug 71	Personnel Notification of an Aircraft Accident/Incident/Airborne Emergency During Duty Hours	OPS

127-4	4 Jan 72	Control of Traffic in the Runway Area	OPS
ADD x 127-5	19 Jul 72	161 - LIFE SUPPORT	

161-1	15 Mar 71	Retention of Sample Meals Before Operational Missions	LS
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25X1A	161-2	11 Jan 72	Medical Coverage [REDACTED] Aircraft Operations During Non-Duty Hours	LS
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ADD x 161-3 02 MAR 72 HAZARDOUS NOISE

ADD x 161-4 08 JAN 72

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Reg 0-2

177 - ACCOUNTING AND FINANCE

177-2 7 Oct 69 Accommodations of Commercial Air Travel SPT

205 - SECURITY

205-1 5 Nov 69 (S) Detachment Security and Cover Support SEC

205-3 ~~31 MAY 72~~
~~20 Oct 69~~ Customs Regulations SEC

205-4 4 Nov 69 Unsecured Safes (Accountability for Classified Documents) SEC

205-6 22 Oct 69 Disposal of Classified Film SEC

205-7 ~~25 MAY 72~~ ~~17 Jan 72~~ *29 MAY 74* Storage and Destruction of Classified Waste SEC

205-8 14 Nov 69 Security Check Sheets and Safes SEC

205-10 ~~25 MAY 72~~
~~17 Oct 69~~ Utilization of Red Rotating Beacon in Hangar Area SEC

205-11 14 Nov 69 Property Pass Procedures SEC

205-12 20 Apr 70 (S) Briefing of [REDACTED] Dependents SEC

205-13 ~~31 MAY 72~~
~~24 Jan 72~~ (S) Vehicle Registration SEC

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355 - DISASTER PREPAREDNESS

355-1 ~~01 FEB 74~~
~~4 Aug 71~~ Basic Plan OPS

355-2 ~~01 FEB 74~~
~~4 Aug 71~~ Disaster Response Force OPS

355-3 ~~01 FEB 74~~
~~4 Aug 71~~ Command, Control, and Alert Procedures OPS

355-4 ~~01 FEB 74~~
~~5 Aug 71~~ Nuclear Attack Actions OPS

CURRENT MANUALS

FLYING TRAINING

51-210 23 Feb 71 Cessna 210 Aircrew Training Manual OPS

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CURRENT SUPPLEMENTS TO AF REGULATIONS/MANUALS

<u>AFR/AFM</u>	<u>SUP</u>	<u>DATE</u>	<u>TITLE</u>	<u>OPR</u>
M 51-33	1	4 Mar 70	T-33 Aircrew Training Manual	OPS
M 51-47	1	15 Feb 70	U-3 Training Manual	OPS
M 60-1	1	11 May 71	Flight Management Policies	OPS

OBSOLETE REGULATIONS

<u>NR</u>	<u>DATE</u>	<u>SUPERSEDED BY</u>
10-1	15 Oct 69	10-1, 14 Jan 72
35-3	23 Sep 69	35-3, 14 Jan 72
77-2	22 Apr 71	None (Rescinded)
100-1	25 Mar 70	100-1, 17 Jan 72
127-4	29 Sep 71	127-4, 4 Jan 72
205-7	8 Dec 69	205-7, 17 Jan 72
205-13	19 Aug 70	205-13, 24 Jan 72
77-3	14 Oct 69	77-3, 11 APR 72

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Reg 5-2

29 March 1974

Publications Management

STATINTL REGULATIONS, OI'S AND NOTICES

STATINTL This regulation governs publications of Regulations, OI's and Notices. It is applicable to all group personnel.

1. Policy.

STATINTL a. Regulations: Regulations are those which apply wholly or in part to members of the group outside the immediate section or origin and are permanent in nature. They are written by the section concerned and will be signed by the Commander or his designated representative. Distribution will be made by the Administrative. Each individual section will maintain a file of current regulations.

b. Operation Instructions (OI's): These consist of operating instructions established by a section chief which would apply to personnel under his jurisdiction. They would ordinarily be signed by the responsible section chief. Distribution will be section controlled; however, the Command Section will receive a copy of all OI's which are published.

c. Notices: These are directive or informative in nature and have a short period of applicability. (Notices are never used where a regulation is more appropriate). Examples of Notices would be notification of phone number changes, holiday observance notifications, group details, appointments of committees, etc. The main purpose of using a group notice system is to present current information to all sections in a uniform manner. All Notices will bear an expiration date. The Administrative Section will publish all Notices; section chiefs desiring information disseminated will contact the Administration Section.

2. Responsibilities. It is the responsibility of each section chief to insure that all personnel in his section review the regulation file periodically. Section Chiefs are also responsible for having this file kept up to date. Newly assigned personnel should review this file as soon as possible after their assignment to a particular office.

3. Procedures.

STATINTL Supersedes Reg 5-2, 16 Oct 69. (General update)
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STATINTL [REDACTED] Reg 5-2

a. Format to be followed for publishing regulations is attached (Atch 1). OI's will be in the same format.

b. Classification of regulations and OI's is determined by the originator. Those not bearing a classification of confidential or higher will be marked "FOR OFFICIAL USE ONLY" top and bottom.

c. Office of primary responsibility will continually monitor regulations and OI's to insure currency.

d. All regulations will be forwarded to the Command Section in draft form for final approval prior to publication. The Command Section will assign the appropriate regulation number. If the regulation is being revised, the OPR must use a summary of revised, deleted, or added material in accordance with AFM 5-1.



Commander

1 Atch
Format

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Reg 5-2

Reg *

(Current Date)

(Basic Subject use small letters)

(TITLE USE CAPITOL LETTERS)

Use a statement to give a brief synopsis of the publication.

1. Responsibility. Designate office for implementing this publication and other applicable information.
2. Objectives. If required, indicate here the ultimate objectives of this publication.
3. Procedures.

NOTE: Use of the paragraph headings, responsibility, objective, procedures, policy, etc., is not specifically required. These only serve to help form the publication. For any information on publications, see AFM 5-1.

* - Assigned by Command Section.

Indicate here the superseded publication number and date, if applicable.
Refer to the summary on signature page.
OPR: (Office of Primary Responsibility)
DISTRIBUTION: X

Attachment 1

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TAB

S E C R E T

25X1A Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

Reg 10-1

29 March 1974

Written Communications

CABLE POLICY AND PROCEDURES

25X1A This regulation defines responsibilities and authorities for the origination, release, and receipt of cable correspondence, and establishes procedures that will insure proper use of cable information concerning [REDACTED] its personnel, and activities.

1. Policy. The proper use and control of cable facilities is a key element in the ability of the group to meet its commitments to higher headquarters. The responsibilities, authorities and procedures delineated below are therefore binding on all group personnel.

2. Responsibilities.

a. The Commander is responsible for all cables originating in and received by the group.

b. Section chiefs are responsible for insuring that all personnel in their sections comply with the provisions of this directive.

c. Each person assigned to the group is responsible for the judicious use of cable facilities, and the proper safeguarding of material or information contained within those cables.

d. The Signal Center is responsible for the processing and transmission or delivery of cable traffic originated by or addressed to the group. (Within limits specifically and separately prescribed by the Commander, the Signal Center is also responsible for intercepting and distributing certain traffic which requires special handling).

3. Authorizations.

a. Any official permanently assigned to the group may draft outgoing cables on subject matter within the field of their assigned duty. These drafts must be submitted through appropriate

25X1A

Supersedes [REDACTED] Reg 10-1, 14 Jan 72 (General update).

OPR: Commo

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Reg 10-1

supervisory channels for release by an approved releasing officer.

b. Cable drafting and releasing privileges for personnel assigned to the group on a temporary basis will be established in each case by the Commander.

25X1A c. All outgoing cables may be released by the Commander. Chiefs of directorates are authorized to release cables pertaining to subject matter within their purview with the exception that all cables pertaining to or affecting group or headquarters policy, personnel matters, or VIP visits must be released by the Commander. Chiefs of directorates may designate an alternate who may release appropriate cables in his absence. Sample signatures of authorized releasing officials and designated alternates must be filed with the Signal Center.

d. The Signal Center is authorized to accept for transmission only those messages that bear the signature of an authorized releasing official.

e. With the exception of special handling traffic noted under paragraph 2d above, the Signal Center is authorized to accept, process, and deliver incoming cable traffic for distribution to the Command Section. The Command Section in turn is authorized to assign action responsibility for cable correspondence and to distribute information copies of the cable as appropriate to the subject matter.

4. Outgoing Cable Procedures.

a. All outgoing cables will be prepared on Form 4 (12-66). The original copy will be signed in ink by the releasing officer. After release, processing and transmission, all copies except copy #2 will be returned to the Command Section for "come-back" distribution. One "come-back" copy will be returned to the originating office, and the remaining copies distributed as necessary for official information.

b. Routine precedence will normally be assigned to all outgoing cables.

c. Personnel drafting cables for transmission will insure that the message:

(1) is correctly addressed to those stations that are involved in the particular matter, with appropriate indication

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Reg 10-1

of action or information responsibility.

(2) is brief, accurate, clear, and bears proper security classification.

(3) is coordinated in final form with all interested elements within the group before submission to the releasing officer.

d. On receipt, the releasing officer will review the draft cable to determine that a reasonable precedence has been assigned, the message is properly addressed, the text is pertinent and conforms with group requirements, and that cable transmission is justified.

e. All outgoing cables with Priority and higher precedence traffic should be prominently flagged during the coordination and release process, and hand carried to the Signal Center.

f. Message "CITE" numbers and station names are classified SECRET and may not be used as unclassified references.

5. Incoming Cable Procedures.

a. Normal distribution of incoming cables will be processed by the Signal Center for release to the Command Section in six copies.


b. The Command Section will distribute routine precedence cables through normal intra-group mail systems. Each section is responsible for the frequent pick-up of mail and cables to insure timely service. The Command Section will notify the action office by telephone of all cables bearing priority or higher precedence, and the action officer designate should arrange immediate pickup.

c. Recipients of information copies of incoming cables should contact the action officer designate to report any recommendations for action or reply if appropriate. Information copy recipients should not normally prepare responses to incoming cables unless cleared with the action officer designate.

d. Routine cables incoming which require a cabled answer should be handled in a manner which provides for transmission of the answer within 72 hours of receipt. Priority cables requiring answer by cable should be handled for transmission of the answer within 24 hours of receipt. Immediate and higher precedence cables will be answered in the shortest time possible,

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with a normal maximum of four hours.


e. Incoming cables will be assigned an "IN" number by the Signal Center to facilitate internal referencing. Message "CITE" numbers and station names are classified SECRET and may not be used as unclassified references.

6. General Cable Procedures.

a. Any and all information contained within a cable, incoming or outgoing, is classified CONFIDENTIAL at a minimum, and will usually bear the highest classification pertinent to any portion of the cable. The external release of any information contained within a cable is prohibited, except through channels specifically authorized for the release of that information. Within ATTG, the Commander only will authorize the external release of cable information.

b. Pseudonyms, aliases, etc., should be used in cable traffic only when required by Headquarters publications.

c. All cables outgoing should be processed for earliest possible delivery to the Signal Center. To facilitate an orderly flow of cables and avoid unnecessary delays, cables should be routed to the Signal Center on a regular and continuing basis rather than delay for an accumulation of several messages. Routine outgoing cables will not normally be processed by the Signal Center after 1500 hours each working day. If it is necessary to prepare a priority or higher precedence cable after 1500 hours on normal working days, the Signal Center will be notified to enable them to make arrangements to remain open until it has been transmitted. The Signal Center will open outside normal hours to accept, process, and transmit or deliver cables of immediate or higher precedence. A Signal Center duty officer is designated for this later service, and his identity is published as part of the monthly group duty roster.


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25X1C



Change 1

25X1A


 Reg 10-1

24 March 1970

Written Communications

CABLE POLICY AND PROCEDURES

25X1A

 Reg 10-1, 15 Oct 69, is changed as follows:

*6d. Added - Cable Traffic Reading File:

(1) The Orderly Room will establish and maintain a reading file for all routine Incoming and Outgoing cable traffic. These files will be retained in the Detachment Security Office during normal working hours to be read and reviewed only by individuals in the following positions along with their deputy or alternate:

Director of Operations
Director of Materiel
Director of Life Support
Director of Security
Director of Support

(2) Cable Traffic will be removed from the reading file each Monday and placed in permanent file in the Orderly Room.

FOR THE COMMANDER



Deputy Commander

25X1A

OPR: Sec
DISTRIBUTION: X

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Reg 10-2

1 February 1974

WRITTEN COMMUNICATIONS

Exercise/Deployment Reports

This regulation establishes a standard format for documenting exercises, operational deployments and other activities of significance.

1. Policy. These provisions are applicable to all directorates and such subsections as may be required to submit reports.
2. Responsibility. Directors and section chiefs are responsible for compliance. The Director of Operations is additionally responsible for assembling inputs and producing final reports.
3. Procedures.

a. Normal report contents.

- (1) Recap (Commander)
- (2) Chronological Listing of Events (Nav Section)
- (3) Operations

(a) Narrative Summary

(b) Problems/Recommendations

(4) Materiel

(a) Narrative Summary

(b) Problems/Recommendations

(5) Communications

(a) Narrative Summary

(b) Problems/Recommendations

(6) Security

(a) Narrative Summary

(b) Problems/Recommendations

REGISTRY DISTRIBUTION					
OFFICE	ACT	INFO	OFFICE	ACT	INFO
D/SA			PD		
EXO			BFD		
D/OPS		✓	D/M		✓
SAS			CND		
IDEA		✓	SMO		
WX			FILE		✓
INTEL					
CC					
COMMO	✓				
SS		✓			
IB					

25X1A

OPR: Command

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Reg 10-2

(7) Life Support

- (a) Narrative Summary
- (b) Problems/Recommendations

(8) Support

- (a) Narrative Summary
- (b) Problems/Recommendations
- (c) Personnel Roster
- (d) Visitors Roster

(9) Such other data as appropriate (maps, check-lists, clippings, etc.)

b. Reports in draft form will be turned in directly to the Commander for editing and forwarding to Operations. The format depicted in para 3e will be followed in both draft and final copies.

c. Narrative summaries should be brief and to the point. Redundancy is expected, but caution must be used to avoid contradictory statements regarding other sections.

d. Identifying problems and making logical recommendations is basic to the whole issue. If no problems were encountered, so state. If desired, include "observations" which do not qualify as problems.

e. Sample format:

MATERIEL

A. NARRATIVE SUMMARY

1. Loading was accomplished without problem despite last minute changes. . . .etc. . . .etc

2. The article was launched at 0230L from the pad on the approach to runway 24.

a. Heavy rain complicated the launch. etcetc. . . .

b. A back-up starting unit was needed and enabled an on time launch. etcetc

3. Upon arrival no AGE was available for four hours and etc . . .etc.

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4. Redeployment loading was complicated by fork lift failure, but completed . . . etc . . . etc . . .

B. PROBLEMS/RECOMMENDATIONS

1. PROBLEM: AGE not available for four hours after arrival.

RECOMMENDATION: Permit [REDACTED] representative to accompany survey team so as to insure unit needs are positively established.

2. PROBLEM: No new filters available for JPTS truck.

RECOMMENDATION: Authorize inclusion of filter element in Phase I POL kit.

3. OBSERVATION: The support aircraft crew arrived without artic gear because of last minute assignment to the mission. Gear provided by [REDACTED] to the extent possible.

4. etc . . . etc . . .

[REDACTED]
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TAB

Reg 11-1

12 March 1974

Administrative Practices

DUTY OFFICER

This regulation outlines the duties for Officers, NCOs and Civilians who have been selected as Duty Officer (DO) over non-duty periods such as weekends and holidays.

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1. Policy. The provisions of this regulation are applicable to all group personnel who have been selected as DO. Military Officers, NCOs (E-7 and above) and [REDACTED] Civilian personnel in the pay grade of GS-12 and above are subject to DO.

2. Responsibility. It will be the responsibility of each individual who has been selected as DO to comply with the provisions of this regulation.

3. Procedures.

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a. The Command Section will maintain a Duty Roster from which officers will be selected in rotation. An [REDACTED] Notice will be published the third week of the month designating DOs for the following month.

b. The tour of duty will be from the close of duty on Friday (or last duty day before a holiday) to the beginning of duty on Monday (or first day following a holiday).

c. The Command Section will contact the DO on the duty day prior to his tour of duty and inform him of any special instructions applicable during his duty period. A folder containing a copy of this regulation and other instructions for the DO will be maintained at the Guard Captain's office during his tour of duty.

4. Duties of the Duty Officer. The Duty Officer is designated representative of the Group Commander. During the period of duty assigned he will be available as an immediate contact in the event of an unscheduled activity generated by Headquarters or group personnel emergencies and will insure necessary action is accomplished. The DO will:

a. Insure he is cognizant of any activity programmed during his tour of duty.

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Supersedes [REDACTED] Reg 11-1, 25 May 72. (For summary of revised, deleted, or added material, see signature page.)

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Reg 11-1

b. Be familiar with the Casualty Reporting Package located in the Guard Captain's office.

c. Be available for telephone contact at all times and will keep the main gate informed of his whereabouts if not at his residence.

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d. Notify immediately the applicable section head(s) and/or personnel concerning any required action generated by telephone or message.

e. Be familiar with procedures for reporting unauthorized aircraft landings (See Reg 60-6 and DO folder).

f. Notify the Commander or his designated representative as soon as possible concerning any activity which occurs during the tour of duty.

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Summary of revised, deleted, or added material

Added NCOs to duty officer roster, changed para 3a to read third week in lieu of last, added new para 4b, renumbered 4b,c,d,e.

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Reg 11-2

2 October 1969

Administrative Practices

CLEANLINESS

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This regulation establishes responsibilities and procedures for keeping [REDACTED] clean and presentable at all times. This regulation is applicable to all squadron personnel.

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1. Responsibility. The cleanliness of [REDACTED] is the responsibility of all squadron personnel. Prevailing strong winds require the combined efforts and cooperation of all squadron personnel to keep the area free of trash and debris.

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a. Installations. Keep areas clean other than inside buildings, immediate vicinity outside of buildings, and outside storage. These areas include fence lines, sides of taxi-ways, runways, ditches, and roads to include [REDACTED]

b. Section Supervisors. Keep offices, work areas inside and outside, and outside storage areas clean.

NOTE: Certain offices and work areas are cleaned by custodial services. Unsatisfactory custodial work will be reported to the Installation Section.

2. Procedures.

a. Installations. Keep areas of responsibility clean by using Installation personnel, or by establishing details from the squadron detail roster.

b. Section supervisors/all squadron personnel will comply with the following procedures:

STATINTL

Supersedes [REDACTED] Reg 11-2, ^{2 OCT} ~~17 Feb~~ 69. *NO CHANGES, GENERAL UPDATE.*
(For summary of revised, deleted,
or added material, see signature page.)
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Reg 11-2

(1) All smokers discard butts in butt cans/ash trays. Supervisors will make certain that butt cans are in place at building entrance/exits and other strategic locations.

(2) Make certain that your POV and assigned military vehicle have a litter bag installed and that the litter bag is used to discard trash rather than throwing trash out of vehicles.

(3) After completing a job, especially out of doors on ramps/Taxi-ways, etc., insure that the area is cleaned of such items as rags, packing materials, paper cups, safety wire, etc.

(4) When emptying trash into Dempster Dumpsters, insure spilled trash is cleaned up. If dumpster is full, call Installations, ext 73518 or CES trouble desk/73330.

(5) Drivers of vehicles will, if at all possible, stay on surfaced roadways and taxi-ways, especially during wet weather. Driving on unsurfaced areas can result in mud, stones, etc., being tracked onto aircraft taxi-ways causing a serious FOD problem for aircraft engines and tires.

Commander

STATINTL

Summary of revised, deleted, or added material
Policy deleted. Entire regulation updated to be more directive in nature.
Organizational designation changed.

FOR OFFICIAL USE ONLY

STATINTL

FOR OFFICIAL USE ONLY

STATINTL

Reg 11-3

13 October 1969

Administrative Practices

TRAVEL REQUEST AND AUTHORIZATION

This regulation establishes a procedure for requesting and authorizing TDY travel, and maintaining control of the costs of such travel.

1. Policy. The provisions of this regulation are applicable to all squadron personnel and will be complied with prior to the commencement of any official travel.

2. Responsibilities.

a. The Commander, Deputy Commander or the Director of Support may approve travel. In the absence of the above, the Acting Commander will have this authority.

b. It will be the responsibility of the section supervisors to insure that a Travel Request and Authorization Form is submitted to the Director of Support for personnel under his supervision.

3. Procedures.

a. When it is determined that an individual is required to perform official TDY travel, the traveler will complete Section I of the Travel Request and Authorization Form, and submit the form to his supervisor. Forms are available in the Finance Office. An example of a completed form is attached.

b. The supervisor will concur with the request for travel and travel provisions by signing the request and forwarding it to the Director of Support where travel arrangements will be made and the necessary coordination accomplished with squadron components. When travel requirements are known, requests will be forwarded to the Director of Support five days prior to date of travel to insure sufficient time to make travel arrangements and to complete administrative requirements.

c. No official funds will be advanced until this form is completed.

d. The form will be used to cover all TDY travel, domestic and foreign.

STATINTL

Supersedes  Reg 11-3, 17 Feb 69.
(~~or added material, see signature page.~~)

OPR: D/Spt

DISTRIBUTION: X

13 OCT

No CHANGES, GENERAL UPDATE,
(~~For summary of revised, deleted,~~

STATINTL

Reg 11-3

e. The Travel Request and Authorization Form is self-explanatory with the exception of two items:

(1) Special Provisions: Rental of automobiles, excess baggage above 44 pounds, domestic allowance and 66 pounds foreign, and certain other unusual requirements.

(2) Authority: Quote Headquarters message (including IN number and date) or local directive from the Commander.

Commander

1 Atch
Travel Request and Authorization
Form (example)

STATINTL

Summary of revised, deleted, or added material

~~Organizational designation changed.~~

~~NO CHANGES, GENERAL UPDATE.~~

FOR OFFICIAL USE ONLY

EXAMPLE ONLY

25X1A
Reg 11-3S E C R E T
(When Filled In)

TRAVEL REQUEST AND AUTHORIZATION

SECTION I		REQUEST	
NAMES (For additional space use reverse side) John P. Quick			
PURPOSE: Attend conference - Los Angeles			
DATE OF TRAVEL: Begin o/a 1 March 69 End o/a 15 March 69			
ITINERARY: [REDACTED]			
MODE OF TRAVEL: COMAIR <u>X</u> MILAIR _____ POV _____ GOV'T AUTO _____ OTHER (Specify)			
SPECIAL PROVISIONS: Rental Auto - excess baggage (50 lbs)			
AUTHORITY: MSG number, etc.			
REQUESTING OFFICIAL (Supervisor) I concur with this travel and the travel provisions requested. Signature _____ Date _____			
SECTION II		AUTHORIZATION	
REMARKS/EXCEPTIONS _____			
APPROVED/DISAPPROVED _____ Signature/Title _____			
SECTION III		FINANCE	
Estimate Cost \$ _____ Travel Order # _____ FY _____			

S E C R E T
(When Filled In)

Attachment 1

EXAMPLE ONLY

25X1C

SECRET

25X1A

Reg 11-4

22 October 1969

Administrative Practices

POLICY FOR QP VEHICLES

This regulation establishes procedures and responsibilities for insuring quasi-personal (QP) vehicles and the reporting of accidents.

1. Responsibility. The Director of Support will be responsible for accomplishing insurance coverage and/or registration on all QP vehicles assigned to [REDACTED]

2. Procedures.

a. The following amounts of coverage will be carried on all QP vehicles assigned to [REDACTED]

(1) Bodily Injury Liability: \$50,000/100,000 each person/each occurrence.

(2) Property Damage Liability: \$25,000 each occurrence.

(3) Uninsured Motorist: \$15,000, each person; \$30,000 each accident.

b. Premium for collision, comprehensive, or marine insurance designed to indemnify the government for loss or damage to a QP vehicle will not be reimbursed.

c. Accidents.

(1) Accidents involving QP vehicles will be reported verbally as soon as possible and in writing no later than 48 hours after the accident to either the Director of Support or the NCOIC of Vehicle Maintenance furnishing all the pertinent facts of the accident.

(2) Accidents involving rental or leased vehicles for official business will be reported to the Director of Support or NCOIC of Vehicle Maintenance in the same manner as above.


OPR: D/Supt
DISTRIBUTION: X

SECRET

25X1A

SECRET

 Reg 11-4

(3) Vehicle operators involved in accidents shall exercise the discretion required to protect the security of  and the interests of the government.

25X1A



Commander

25X1A

SECRET

FOR OFFICIAL USE ONLY

STATINTL

Reg 11-5

STATINTL

19 April 1971

Administrative Practices

PER DIEM RATES ON DOMESTIC TRAVEL (TDY)

This regulation establishes the per diem rates for those employees (military and civilian) traveling within the CONUS.

1. Policy. This regulation establishes the maximum per diem rate allowable. The Commander has the responsibility to authorize only that per diem allowance which is justified by the circumstances and required to meet the authorized expenses, i.e., the "cost of living".

2. Responsibilities.


a. The Commander, Deputy Commander, or the Director of Support may approve travel.

b. It will be the responsibility of the section supervisor to insure that a Travel Request and Authorization Form is submitted to the Director of Support for personnel under his supervision. Prior to forwarding a Travel Request and Authorization Form to the Director of Support, the appropriate director will sign the form as the Requesting Official (supervisor).

3. Per Diem Rates.

a. Civilian (SGTR): For all civilians in a travel status in excess of 10 hours but less than 24 hours, the applicable per diem rate will be \$25.00 per day less a 50% deduction when a nights lodging is not required.

STATINTL

Supersedes  Reg 11-5, ~~16 Mar 70~~ ^{19 Apr 71}. *No Change, General Update.*
~~deleted, or added material, see signature page).~~ (For summary of revised,

OPR: SPT

DISTRUBUTION: X

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STATINTL

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Reg 11-5

b. Military (JTR): For all military personnel in a travel status in excess of 10 hours but less than 24 hours where the use of lodging is not required will be entitled to a per diem allowance rate of \$11.80.

c. Per diem for all travel in excess of 24 hours (all personnel) will be at the rate of \$25.00 per day. For military personnel only, for the day of arrival at or return to his permanent station the per diem rate will be \$11.80.

4. Per Diem Rates Authorization in Connection with Deployments.

Per Diem rates will be established and included in the Headquarters Administrative Annex to the operational plan in support of each deployment. These rates will be established by Headquarters.

Commander

STATINTL

Summary of revised, deleted, or added material

Per Diem changed (para 3a, b, c.) Para 3d deleted.

SECRET

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

25X1A
Reg 11-6

25X1C

11 February 1974

Administrative Practices

UTILIZATION, MAINTENANCE AND ADMINISTRATION OF TRAILERS

25X1A

This regulation establishes procedures governing the utilization, maintenance and administration of [REDACTED]-owned personnel trailer quarters at the following locations: one trailer at [REDACTED]

25X1A

25X1A

1. Policy. The provisions of this regulation are applicable to all military, staff and contract personnel assigned to the Group.
2. Responsibilities. The Director of Support is responsible for administering the procedures set forth in this regulation.
3. Procedures.

a. Reservations: The Personnel Section, Directorate of Support, will include instructions for obtaining reservations in incoming military personnel welcome letters and incoming civilian personnel will be advised of the availability of trailers on a case by case basis. Outgoing personnel will make reservations in person at the Personnel Section.

b. Occupancy: The period of occupancy for all personnel is normally unlimited unless all trailers are occupied. In such a case, the Director of Support will make a determination as to priorities and periods of occupancy.

c. Assignment and Termination:

(1) Personnel, upon contacting the Personnel Section will be assigned a trailer and be instructed to go to the appropriate trailer park office and ask for keys to the assigned trailer; after registering, they may occupy the trailer.

(2) Personnel will read the provisions of this Regulation upon assignment of trailer accommodations.

(3) Personnel will notify the Personnel Section not later than three days before the date they plan to vacate the trailer. On day of departure, they will checkout of the trailer park and turn in trailer keys to the trailer park office.

25X1A

Supersedes [REDACTED] Reg 11-6, 1 November 1972
OPR: D/Support
DISTRIBUTION: X

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

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SECRET

Reg 11-6

d. Inspection and Inventory: The Installation Section, Directorate of Support, will make an inspection of the trailer being occupied and conduct an inventory of trailer furnishings with the occupant at both the commencement and termination of occupancy. All occupants will be required to cooperate fully with the Installation Section during the inspection and inventory.

e. Housekeeping: During occupancy, the sponsor will be responsible for maintaining standards of good housekeeping for the trailer and will keep the outside lot area free of trash and litter.

f. Grounds: Occupants are not responsible for mowing the lawns or watering lawns and shrubbery. This service is provided by the trailer park groundskeeper.

g. Park Regulations: Occupants will be held responsible for complying with trailer park regulations. A copy of these regulations will be found posted inside the trailer or one may be obtained from the trailer park office.

h. Laundry: Occupants will launder towels and bed linens, as facilities are readily available at the parks.

25X1A i. Dogs: At both [REDACTED] occupants must keep dogs on a leash or inside the trailer; dogs will not be tethered outside trailers. At [REDACTED] a charge of \$1.50 per month per dog will be made.

25X1A j. Departure Procedures: Upon departure, occupants will insure that the trailer and furnishings are left in a clean and orderly condition, using the following guidelines:

- (1) Remove all personal effects and foodstuffs, and dispose of trash.
- (2) Clean and store in appropriate cabinets, all kitchen utensils, dishes and silverware.
- (3) Clean stove and refrigerator.
- (4) Remove all bed linens that were in use, collect soiled towels and place in clothes hamper. Do not replace bed linens.
- (5) Clean bathroom facilities.
- (6) Compile a list of known deficiencies in utilities (electrical, plumbing, etc.) or of hardware or other items requiring repair, and present to the Installations Section.

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25X1A Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

Reg 11-6

k. Payments:

(1) Incoming personnel will make payment for trailer occupancy in cash to the Finance Officer, Directorate of Support, immediately after vacating the trailer.

(2) Outgoing personnel will make payment in cash to the Finance Officer not later than the day prior to departure from this station.

(3) Rates:

(a) Military Personnel Arriving or Departing PCS: Will be deducted 50 percent of their BAQ.

(b) Military Personnel on TDY: Officers will pay \$2.00 per day. Enlisted personnel will not be required to pay for quarters utilized.

(c) Staff and Contract Personnel: Personnel arriving from another area within the United States or departing from here to another area in the U.S., will forfeit 50 percent of their subsistence allowance at the start of trailer occupancy. After the 30-day subsistence allowance runs out, such personnel will pay \$3.50 per day for the trailer. Personnel coming from a foreign station will forfeit the Temporary Lodging Allowance at the start of trailer occupancy. After the 30-day Temporary Lodging Allowance runs out, such personnel will pay \$3.50 per day. Personnel departing for a foreign area will pay \$3.50 per day.

(d) All Others: All other personnel (including local-hire contract employees and dependents) will pay \$3.50 per day.

(4) Liability: Personnel occupying trailers will be billed for damages incurred beyond normal wear and tear, and for cleaning charges where occupant's cleaning has failed to meet good housekeeping standards.

1. Inspection and Maintenance: The Installation Section, Directorate of Support, will periodically inspect all trailers and perform necessary maintenance and repair as well as correcting all deficiencies cited by occupants.

m. Records: Financial records will be kept by the Finance Officer and a record of reservations will be kept by the Personnel Section.

25X1A

Commander

Summary of revised, deleted, or added material

Changed paras 3j(4)&(5), Departure Procedures.
Changed para 3k(3)a, added 3k(3)(b), and changed
para 3k(3)(b) to (c) and para 3k(3)(c) to (d).

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

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Reg 11-7

18 January 1972

Administrative Practices

DEPLOYMENT INFORMATION CARDS

This regulation establishes procedures for maintenance and utilization of deployment information cards.

1. Scope. Applies to all permanently assigned personnel and to any temporary augmentees.
2. Responsibility. Directors are responsible for insuring compliance with this regulation.
3. Blank deployment information cards will be stocked by Personnel and initiated in longhand by individuals who are processing in.
4. Directorates will maintain current files of deployment information cards as follows:
 - a. Individuals will fill out and give their cards to their Directorates immediately when processing in even though all data is not available.
 - b. Data will be typed on one white card and one blue card.
 - c. Both cards will be filed and retained in a manner best suited to the Directorate (cardex or file box).
 - d. As additional information becomes available, cards will be updated (i.e., passport number, etc).
5. When required for deployment purposes, the following actions will be taken:
 - a. Directors will identify participants for whom they are responsible.
 - b. Appropriate white cards will be sent to Operations. Blue cards will be retained on file.
 - c. Operations will assemble the white cards by Directorate in a cardex holder which will accompany the deploying contingent.

OPR: Command

DISTRIBUTION: X

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Reg 11-7

d. In addition to extracting orders and manifest information, Operations will prepare and reproduce a roster suitable for general use (roll calls, billeting assignments, etc). Roster should list personnel by directorate, contain only last name (and initial if required), and be identified as to purpose

STATINTL

e. Operations will maintain the cardex at the deployment command post. Billeting information will be entered on the general-purpose roster and be kept available with the cardex.

f. In the event of a deployment involving personnel rotation, cards will be hand-carried by rotating individuals or, if necessary, initiated at the deployment site.

g. Upon arrival at home station, Operations will return all white cards to the appropriate Directorates.

Commander

STATINTL

25X1C

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

Next 1 Page(s) In Document Exempt

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

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STATINTL

Reg 30-1

23 September 1969

Personnel

COMMANDER'S ADVISORY COUNCIL

STATINTL

This regulation establishes a Commander's Advisory Council within

utilization of Noncommissioned Officer leadership in matters affecting morale, discipline, and esprit de corps; to be available to all military and civilian personnel; and to place at the disposal of the Commander an organization that will conduct activities of material value to

STATINTL

1. Objectives. The objectives of the Council will include, but not be limited to, the following:

a. Encourage the exchange of ideas and recommend improvements in working and living conditions.

b. Promote a high state of morale and esprit de corps for all assigned personnel.

c. Bring to the attention of the Commander existing problems which could affect the morale and welfare of all personnel, and recommend possible solutions to these problems.

d. Conduct projects as directed by the Commander.

2. Membership will include those designated by the Commander and members designated by the Council.

3. Regular meetings will be conducted at 1300 hours the last Friday of each month, with special meetings being conducted at the call of the chairman.

4. Responsibilities. The responsibilities of the chairman will include the following:

a. Schedule and conduct all meetings of the Council in accordance with the instructions contained in this regulation.

b. Publish notification of each scheduled meeting.

Supersedes WRSP-IV Reg 30-1, 15 Apr 68. (For summary of revised, deleted, or added material, see signature page.)


OPR: CMD

DISTRIBUTION: X

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STATINTL

FOR OFFICIAL USE ONLY

 Reg 30-1

c. Publish minutes of each scheduled meeting, making appropriate distribution to the commander, all directorates, and action offices.

d. Appoint committees or individuals to assist in carrying out prescribed functions of the council.

e. Assign agenda items to appropriate members for necessary action.

5. Staff offices and directorates will assist the council in the execution of its duties.

6. Action offices will insure prompt action on recommendations on all items submitted to their offices for consideration.

7. All records created by the council will be destroyed after one year.


Commander

STATINTL

Summary of revised, deleted, or added material
Format updated to conform with AFM 5-1. Organizational designation changed.

FOR OFFICIAL USE ONLY

TAB

STATINTL

Reg 35-3

12 March 1974

STATINTL

Military Personnel

LEAVE

This regulation insures that all military personnel are afforded the opportunity to utilize maximum available leave time and to establish procedures for processing leave applications.

1. Policy. Section Chiefs will personally monitor the leave plans of personnel under their jurisdiction, endorsing leave requests so as not to conflict with work schedules. All leave requests are subject to final approval of the Commander.
2. Procedures. Section Chiefs will maintain a leave roster of all personnel under their supervision. This listing will indicate the leave plans of his personnel and will be maintained for the current military leave year. The following procedures will be followed when applying for leave authorizations.
 - a. AF Form 988 (Leave Request/Authorization) will be used in applying for leave and will be initiated by the NCOIC, Military Personnel. Authorization for leave will be requested not later than five days prior to effective date of leave, unless of an emergency nature.
 - b. Forms will be signed by the individual and required section chief and returned to the Personnel Office for approval by the Commander and for official authentication.
 - c. Individuals will sign out by phone from their local residence or in the Personnel Office. Actual departure date will agree with those authorized on the leave authorization.
 - d. The original copy of the AF Form 988 will be returned to the individual and will be carried at all times while on leave.
 - e. Individuals will sign in at the Personnel Office upon return from leave.

STATINTL

Commander

STATINTL

Supersedes Reg 35-3, 14 Jan 72. (Procedure for signing out on leave changed (para 2c).

OPR: PERS

DISTRIBUTION: X

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

Reg 35-4

12 March 1974

Military Personnel

STATINTL

MILITARY UNIFORMS AND WORKING DRESS

This regulation prescribes military uniform and working dress for group military personnel.

1. Policy. All personnel will insure that their uniforms are neat, correct in design and specification, and in good condition so that their appearance will at all times reflect credit upon themselves and the United States Air Force. Airmen will maintain a mandatory clothing allowance in good serviceable condition in accordance with AFM 35-10.

2. Responsibility. The following uniforms are authorized for wear within the area and it is the responsibility of all individuals to strictly adhere to the prescribed dress as indicated:

a. The tan service uniform (combination 4a and 5), lightweight and heavy-weight blue service uniform (combination 1, 2, 3 and 4b6) and lightweight jacket (figure 3-3) are authorized for year round wear on an optional basis.

b. Air crew members, medical personnel and personal equipment personnel are authorized to wear the type of clothing appropriate to their function.

c. The wear of fatigues are authorized on the basis of duty requirements (such as maintenance and supply personnel).

3. Accessories and Uniform Combinations.

a. Winter and summer uniform combinations and shades (jackets, caps, badges, etc.) are prescribed in AFM 35-10. The name tag will be worn on the flight jacket.

b. Mixed combinations such as summer trousers with fatigue shirt is not authorized. Civilian clothing during work periods is not authorized.

c. Personnel working in the area of the flight line and supply warehouse may remove utility shirt during hot weather. When the utility shirt is removed, the undershirt will be clean and in good condition. No other areas are prescribed for this option.

Supersedes Reg 35-4, 14 Oct 69. (For summary of revised, deleted, of added material, see signature page.)

OPR: D/SPT

DISTRIBUTION: X

Reg 35-4

4. Responsibilities in Other Areas.

STATINTL a. Flight jackets may be worn with uniform combinations to and from
duty [REDACTED]

STATINTL

STATINTL b. For areas outside [REDACTED] or on other Air Force Bases, the uniform
regulations of the host base shall be complied with (see AFFTC Supplement 1
to AFM 35-10 for [REDACTED] policy). While on bases of allied service
of allied nations the uniform will be in compliance with Air Force Regulations
and/or the Theater Commander.

c. Personnel required to make pickup and/or delivery of materials, cargo,
etc., to and/or from civilian agencies may be authorized to wear civilian
clothing as appropriate.

d. With the exception of paragraph 4c above, when civilian clothing is
authorized, for any duties it shall be specifically authorized by the
commander.

[REDACTED]
Commander

STATINTL

Summary of revised, deleted, or added material

Changed paragraphs 2a, 3c and 4b.

TAB

25X1C

SECRET

25X1A

Reg 40-1

23 September 1969

Civilian Personnel

STAFF EMPLOYEES' OVERTIME AND HOLIDAY COMPENSATION

This regulation establishes the Detachment's policy with regard to the claiming of overtime and holiday hours when (1) working at [REDACTED] (2) performing duties at the deployment installation, and (3) participating in ferry operations and/or traveling to and from overseas deployments. The policies herein explained are in accordance with existing Project Headquarters regulations and other Project Headquarters administrative decisions. The normal basic work week is 40 hours with regular duty hours from 0730 to 1600 hours.

25X1A

1. Responsibility. The Detachment Commander hereby delegates to each Directorate the responsibility for reviewing each request for authorization of overtime and holiday work and if justified, to authorize the work performed. The Detachment Commander is responsible for authorizing overtime and holiday work when traveling to and from a deployment and while at the deployment location. Overtime and holiday work will be kept to a minimum and shall be authorized only when work requirements cannot be satisfactorily completed during the regular work day. Payment for overtime and holiday work performed, or compensatory time off in lieu of overtime, shall not be allowed unless the work has been authorized before its performance and the employee concerned has been specifically ordered to perform the work.

2. Guidelines. The following guidelines are used when approving overtime and holiday compensation for personnel at [REDACTED]

25X1A

a. Employees in Grades GS-10 and below may be directed by appropriate supervisory authority to work overtime, and will receive overtime compensation or compensatory time in lieu of compensation.

b. Employees in Grades GS-11 and above (executive and professional positions) will not normally be directed to work overtime or be authorized to receive overtime compensation for duty time voluntarily contributed.

c. Employees designated as couriers and performing courier duties may be authorized compensation for actual overtime hours worked not to exceed six hours in a 24-hour period, consistent with the provisions stated in Paragraph 2a and 2b above. Overtime will not be authorized for mere

Supersedes WRSP-IV Reg 40-1, 24 Feb 69. (For summary of revised, deleted, or added material, see signature page.)

OPR: D/SUPP

DISTRIBUTION: X

SECRET

25X1A

SECRET

 Reg 40-1

presence at, or travel enroute to or from the pickup or delivery point. Overtime will only be authorized for time in which the employee has actual full time responsibility of classified material.

3. Deployment Areas Outside CONUS. Employees, temporarily assigned at deployment sites, GS-10 and below, may be authorized overtime compensation or granted compensatory time off in lieu of compensation when directed to work overtime.

a. Employees designated as courier and performing courier duties may be authorized overtime compensation for actual overtime hours worked not to exceed six hours in a 24-hour period.

4. Travel to and from Overseas Deployments. Employees traveling to or from deployments or on a ferry are not authorized overtime compensation while in travel status. Travel per diem is based on a 24-hour day and includes periods of extended travel. Exceptions to this policy will be when personnel are required to perform additional tasks when on the ground, while the majority of the deployment team is on an alert but off-duty status. Examples of this situation would be when the communications personnel are required for duty on local communication centers or a Security Guard is required to safeguard the article or other aircraft containing classified material which would otherwise be attended.

5. Deployment Locations and on Ferries. It is the responsibility of the Deployment Commander to approve all overtime and holiday work when at a deployment location and on ferries. Section chiefs are required to keep the Deployment Commander informed on work schedules and must receive prior approval for the performance of overtime and holiday work, in keeping with operational requirements.


Commander

25X1A

Summary of revised, deleted, or added material
Organizational designation changed.

STATINTL

FOR OFFICIAL USE ONLY

STATINTL

Reg 40-2

19 April 1971

Civilian Personnel

LEAVE

This regulation insures that all civilian personnel are afforded the opportunity to utilize maximum available leave time and to establish procedures for processing leave applications.

1. Policy. Supervisors will personally monitor the leave plans of personnel under their jurisdiction, endorsing leave requests so as not to conflict with work schedules. All leave requests are subject to final approval of the supervisor or commander.

2. Procedures. Supervisors should be prepared to discuss this schedule with the commander as required. Leave will not be granted in excess of the number days accrued or which will be accrued during the current leave year. The following procedures will be followed when requesting leave:

a. A request for annual leave will be submitted to the applicable directorate through his section chief on a Standard Form 71 (see atch 1). These forms may be obtained in the Administrative Office.

b. Requests will be forwarded to reach the applicable directorate not later than three days prior to the effective date of leave, with the exception of emergency cases.

STATINTL

Commander

1 atch
SF 71 (example)

Summary of revised, deleted, or added material

Requirement to use Standard Form 71 added (Para 2a)

OPR: D/SPT
DISTRIBUTION: X

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STATINTL

Reg 40-2

23 September 1969

Civilian Personnel

STATINTL

LEAVE

This regulation insures that all civilian personnel are afforded the opportunity to utilize maximum available leave time and to establish procedures for processing leave applications.

1. Policy. Supervisors will personally monitor the leave plans of personnel under their jurisdiction, endorsing leave requests so as not to conflict with work schedules. All leave requests are subject to final approval of the supervisor or commander.
2. Procedures. Supervisors should be prepared to discuss this schedule with the commander as required. Leave will not be granted in excess of the number days accrued or which will be accrued during the current leave year. The following procedures will be followed when requesting leave:
 - a. A request for annual leave will be submitted to the applicable directorate through his section chief on the appropriate leave request form. These forms may be obtained in the Administrative Office.
 - b. Requests will be forwarded to reach the applicable directorate not later than three days prior to the effective date of leave, with the exception of emergency cases.

Commander

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OPR: D/SPT
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Reg 40-2

19 April 1971

Civilian Personnel

LEAVE

This regulation insures that all civilian personnel are afforded the opportunity to utilize maximum available leave time and to establish procedures for processing leave applications.

1. Policy. Supervisors will personally monitor the leave plans of personnel under their jurisdiction, endorsing leave requests so as not to conflict with work schedules. All leave requests are subject to final approval of the supervisor or commander.

2. Procedures. Supervisors should be prepared to discuss this schedule with the commander as required. Leave will not be granted in excess of the number days accrued or which will be accrued during the current leave year. The following procedures will be followed when requesting leave:

a. A request for annual leave will be submitted to the applicable directorate through his section chief on a Standard Form 71 (see atch 1). These forms may be obtained in the Administrative Office.

b. Requests will be forwarded to reach the applicable directorate not later than three days prior to the effective date of leave, with the exception of emergency cases.

Commander

1 atch
SF 71 (example)

STATINTL

Summary of revised, deleted, or added material

Requirement to use Standard Form 71 added (Para 2a)

OPR: D/SPT
DISTRIBUTION: X

STATINTL

ATTN Reg 40-2

NAME (Print or type—Last, First, Middle Initial)		IDENTIFICATION NO.	
[REDACTED]		N/A	
ORGANIZATIONAL UNIT		FROM (Mo., Day, Hr.)	NO. OF HOURS
SECURITY		MAY 25 0730 a.m.	16
TYPE <input checked="" type="checkbox"/> ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." <input type="checkbox"/> SICK—Complete other side of this form. OF LEAVE <input type="checkbox"/> WITHOUT PAY <input type="checkbox"/> COMPENSATORY <input type="checkbox"/> OTHER (Specify)		TO (Mo., Day, Hr.)	
REMARKS		MAY 26 1600 p.m.	
SIGNATURE OF EMPLOYEE		DATE	
[REDACTED]		34 May 71	
INSTRUCTIONS: Complete above part of form. If applying for leave, you should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back. of form. If you were under care of a doctor, be			
OFFICIAL ACTION ON APPLICATION			
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (If disapproved, give reason)			
[REDACTED]			
[REDACTED]			
STANDARD FORM 71 Revised November 1965		APPLICATION FOR LEAVE <i>ATCH 1</i> U.S. CIVIL SERVICE COMMISSION FPM SUPPL. 790-2	

STATINTL

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TAB

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

STATINTL

STATINTL

Reg 50-1

April 12, 1972

Training

UTILIZATION OF FIRING RANGE

STATINTL

This regulation establishes procedures to be followed while utilizing the [REDACTED] rifle/pistol and trap ranges.

1. Policy. All assigned personnel will report to the Security Office for instructions prior to going to either range.
2. Responsibility. The Director of Security is responsible for the implementation of these procedures.
3. Procedures.

a. All personnel using the range will obtain prior approval from the Office of Security. A range officer will be provided by Security when using the rifle/pistol range.

b. Personnel will familiarize themselves with range safety principles and sign the appropriate instruction book one time only.

c. The range officer is responsible for notifying the Base Security Police (Ex. 73340/73341/73343) and Base Operations (Ex. 72222/73571) prior to firing on the rifle/pistol range.

d. Personnel using the range are responsible for displaying the range flag when firing and policing the range area upon completion.

[REDACTED]
Commander.

STATINTL

Summary of revised, deleted, or added material
Title changed. Entire contents updated.

STATINTL

Supersedes [REDACTED] Reg 50-1, 15 Oct 69

OPR: SEC

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SUPPLEMENT 1
ATCM 51-37
9 April 1973

Flying Training

T-37 AIRCREW TRAINING MANUAL

ATCM 51-37, 19 Mar 73, is supplemented as follows:

STATINTL

1-1a. Due to the lack of Air Force guidance, the [REDACTED] will use ATCM 51-37 as a guide to aircrew flying training in the T-37. The following training areas outlined in ATCM 51-37 are considered non-essential to the conduct of an effective training program in this unit.

Ground Training:
Synthetic Trainer
Aviation Physiology
Flight Planning

Flying Training:
Formation Flying

1-1c. Annual evaluation flight checks will be administered in accordance with transition missions guides #8 (Contact Proficiency) and #9 (Instrument Proficiency).

2-2a. A grade folder will be maintained on each aircrew undergoing initial qualification training. The grade folder will include appropriate written examinations and mission grade cards. Written examinations will be maintained permanently while transition mission cards will be discarded after one year.

2-2b. Initial qualification and annual flight checks will be administered and recorded in accordance with AFM 60-1.

2-3b(1) Approximately 20 hours will be devoted to ground training and the accomplishment of questionnaires.

2-5. Flying training requirements (see Atch #1 - Mission Cards).

Mission #1 - Day Orientation	1.3 hours
#2 - Day navigation	1.3 hours

STATINTL

Supersedes [REDACTED] SUPPLEMENT 1, ATCM 51-37, 20 Mar 72. (For summary of revised, deleted, or added material, see signature page.)

OPR: OPS

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ATCM 51-37 [REDACTED] SUPPLEMENT 1

#3 - Day Navigation	1.3 hours
#4 - Day Contact	1.3 hours
#5 - Night Contact	1.3 hours
#6 - Instrument Proficiency	1.3 hours
#7 - Instrument Proficiency	1.3 hours
#8 - Day Proficiency Check	0.8 hours
#9 - Instrument Proficiency Check	0.8 hours

a. The pilot transition syllabus will normally consist of eight missions. Mission #7 above will be conducted only if the instructor pilot deems it necessary, based on student proficiency.

b. Instructor pilot transition and upgrading consist of the nine missions listed above. Mission #7 will be devoted to instrument and landing practice from the right seat (five landings minimum). Missions #8 and #9 will also be accomplished from the right seat.

c. A T-37 qualified pilot may be upgraded to instructor pilot status, if required, by accomplishing missions #7, #8, and #9 as in para 2-5b above.

[REDACTED]
Commander

Attachments:
1-9. Mission Cards

STATINTL

Summary of revised, deleted, or added material

Reference ATCM 51-37 dated 10 Feb 71 to 19 Mar 73.

[illegible]

MISSION TWO: Day Navigation (X-C)		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor will brief and demonstrate as required.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Preflight inspection.</p> <p>b. Prestart and starting procedures.</p> <p>c. Taxi and pre-takeoff checks.</p> <p>d. Takeoff, climb, leveloff.</p> <p>e. Cruise control.</p> <p>f. All aircraft and systems limitations will be discussed in flight.</p> <p>g. All emergency procedures will be discussed in flight.</p> <p>h. Aircraft turnaround and servicing procedures</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION THREE: Day Navigation (X-C)			HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME	
1. <u>BRIEFING</u> : Instructor will brief and demonstrate as required.				
2. <u>MISSION</u> : a. Preflight inspection. b. Prestart and starting procedures. c. Taxi and pre-takeoff checks. d. Takeoff, climb, leveloff. e. Cruise control. f. All aircraft and systems limitations will be discussed in flight. g. All emergency procedures will be discussed in flight. h. Aircraft turnaround and servicing procedures.				
3. <u>REMARKS</u> :				
IP SIGNATURE		PILOT SIGNATURE		

MISSION FOUR: Day Contact		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor pilot will brief and demonstrate as required.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. All maneuvers listed in mission #1.</p> <p>b. Stalls (power - on and traffic pattern).</p> <p>c. Spins (spin prevention and normal spin recovery)</p> <p>d. Aerobatics (optional).</p> <p>e. Vertical recovery.</p> <p>f. High speed dive recovery.</p> <p>g. Slow flight.</p> <p>h. Single engine demonstration at altitude.</p> <p>i. Limitations</p> <p> 1.</p> <p> 2.</p> <p> 3.</p> <p>j. Emergency procedures</p> <p> 1.</p> <p> 2.</p> <p> 3.</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION FIVE: Night Contact		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor pilot will brief and demonstrate as required.			
2. <u>MISSION</u> : a. Cockpit familiarity check. b. Night inspections and procedures. c. Taxi, takeoff, climb and level off. d. Recovery from unusual attitudes. e. Three satisfactory traffic patterns and landings. f. Limitations. 1. 2. 3. g. Emergency Procedures. 1. 2. 3.			_____ _____ _____ _____ _____
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

MISSION SIX: Instrument Proficiency		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING:</u> Instructor pilot will brief and demonstrate as required.			
2. <u>MISSION:</u> a. ATC clearance. b. Instrument cockpit check. c. Departure procedures. d. Climb after takeoff. e. Pitch, bank and power control. f. Changes of airspeed. g. Turns (normal and steep). h. Climbs and descents (constant airspeed and rate). i. Unusual attitude recoveries. j. VOR procedures. 1. Orientation 2. Course interception 3. Holding 4. Penetration and approach (normal and SSE) k. Radar approach. 1. Missed approach. m. Voice procedures. n. Limitations 1. 2. 3. o. Emergency procedures. 1. 2. 3.			
3. <u>REMARKS:</u>			

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IP SIGNATURE

MISSION SEVEN: Instrument Proficiency		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor pilot will brief and demonstrate as required</p>			
<p>2. <u>MISSION</u>:</p> <ul style="list-style-type: none"> a. ATC clearance. b. Instrument cockpit check. c. Departure procedures. d. Climb after takeoff. e. Pitch, bank and power control. f. Changes of airspeed. g. Turns (normal and steep). h. Climbs and descents (constant airspeed and rate). i. Unusual attitude recoveries. j. VOR procedures. <ul style="list-style-type: none"> 1. Orientation 2. Course interception 3. Holding 4. Penetration and approach (normal and SSE) k. Radar approach. l. Missed approach. m. Voice procedures. n. Limitations <ul style="list-style-type: none"> 1. 2. 3. o. Emergency Procedures <ul style="list-style-type: none"> 1. 2. 3. 			
<p>3. <u>REMARKS</u>:</p>			

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MISSION EIGHT: Day Proficiency Check		HOURS 0.8	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor pilot will brief as required.			
2. <u>MISSION</u> : a. Traffic pattern stalls at altitude. b. Slow flight. c. Vertical recovery. d. High speed dive. e. Traffic patterns. 1. Normal 2. Closed 3. No flap 4. SSE f. Limitations 1. 2. 3. g. Emergency procedures 1. 2. 3.			_____ _____ _____ _____ _____ _____ _____ _____ _____
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

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TAB

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Reg 60-1

17 Aug 1972

Operations

PRE-MISSION SECURITY CHECK OF PILOTS AND AIRCRAFT

This regulation establishes procedures for insuring that no compromising documents are carried in U-2 aircraft or on the person of any pilot involved in an operational mission.

1. Policy. The provisions of this regulation are applicable to all pilots performing operational missions; to all operational personnel or other personnel who are, or may be, required to implement these provisions.

2. Responsibilities.

a. The Group Operations Officer is responsible for insuring overall adherence to the provisions of this regulation.

b. Each supervisor and/or individual concerned with the preparation of operational missions, mission aircraft, pilot and mission equipment is responsible for insuring compliance with the spirit as well as the letter of this regulation.

c. Individual section responsibilities are as outlined in paragraph 3.

d. The Senior Security Officer is designated as the Group Certifying Officer. The Group Operations Officer is designated as alternate in the absence of the security officer. Delegation of certifying responsibilities is prohibited without the express approval of the Group Commander.

3. Procedures.

a. Each section will prepare an individual checklist encompassing the items to be checked in compliance with this regulation. This checklist will be retained by the individual

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Supersedes [REDACTED] Reg 60-1, 12 Apr 71. (For summary of revised, deleted, or added material, see signature page.)

OPR: OPS

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Reg 60-1

12 April 1971

Operations

PRE-MISSION SECURITY CHECK OF PILOTS AND AIRCRAFT

This regulation establishes procedures for insuring that no compromising documents are carried in U-2 aircraft or on the person of any pilot involved in an operational mission.

1. Policy. The provisions of this regulation are applicable to all pilots performing operational missions; to all operational personnel or other personnel who are, or may be, required to implement these provisions.

2. Responsibilities.

a. The Group Operations Officer is responsible for insuring overall adherence to the provisions of this regulation.

b. Each supervisor and/or individual concerned with the preparation of operational missions, mission aircraft, pilot and mission equipment is responsible for insuring compliance with the spirit as well as the letter of this regulation.

c. Individual section responsibilities are as outlined in paragraph 3.

d. The Senior Security Officer is designated as the Group Certifying Officer. The Group Operations Officer is designated as alternate in the absence of the security officer. Delegation of certifying responsibility is prohibited without the express approval of the Group Commander.

3. Procedures.

a. Each section will prepare an individual check list encompassing the items to be checked in compliance with this regulation. This check list will be retained by the individual

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Supersedes [REDACTED] Reg 60-1, 23 Sept 69. (For summary of revised, deleted, or added material, see signature page.)

OPR: OPS

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Reg 60-1

sections and will be used as the basis for preparing a certification attesting to the fact that the requirements subsequently listed in this regulation have been accomplished.

b. The section attendant for each flight will be the certifying officer for his section and will submit his certificate to the certifying officer 30 minutes prior to take-off time.

c. Mission Pilot:

(1) Fifteen minutes prior to departing the pre-breathing room for the mission aircraft, the mission pilot will complete a certificate as outlined in Attachment 1, this regulation, and will present it to the PE representative.

d. Personal Equipment Section.

(1) Before each operational mission the personal equipment representative in the presence and with the assistance of the security officer will ensure that the pilot is not in possession of any compromising documents as defined in this regulation. Compliance with this directive will include but will not be limited to a physical search of the pilot's clothing and equipment. This search will be accomplished as close to take-off time as practical. Particular attention will be paid to any papers, identification cards, pictures, etc. which would in any way identify any person or location, however remotely connected with this project.

(2) The PE representative will insure that the mission pilot does not carry his wallet on operational flights. In addition, the PE representative will accept custody of all the pilot's personal effects such as wallet, engraved rings or other effects and will safeguard these items until returning them to the pilot upon completion of the mission.

(3) The PE representative will accomplish a certificate, as indicated in Attachment 2 when satisfied that the requirements of this regulation have been met. He will present the completed certificate to the mission certifying officer at least thirty minutes prior to take-off.

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Reg 60-1

(4) The PE representative will collect the pilot's certificate and will submit it to the certifying officer along with the section certificate.

e. Navigation and Flight Planning Section:

(1) Preparation of mission documents, navigation kits, etc., will be prepared as nearly as possible to comply with the intent of this regulation. For example, UHF Channelization Cards will be prepared as appropriate for each specific mission, and will only list the most necessary frequencies. In addition, compass deviation and altimeter correction cards will be prepared omitting any identification of personnel preparing cards or identifying the unit or geographic location of the unit.

(2) The UHF Channelization, compass and altimeter correction cards will be given to the Maintenance Section, for installation, at least one (1) hour prior to scheduled take-off.

(3) The flight planning and navigation representative will accomplish a certificate, as indicated in Attachment 3, when satisfied that the provisions of this regulation, as pertains to his activity, have been met. He will present the completed certificate to the certifying officer at least one (1) hour prior to scheduled take-off.

f. Maintenance Section.

(1) Upon receiving notification as to specific aircraft assignments for operational flights, the primary and alternate aircraft and aircraft components, will be searched for any documents, placecards, or tags which are not necessary for the conduct of the flight and which may, in any way, compromise the mission. For example, inspection tags which have signatures or depot names will be removed.

(2) The maintenance section representative will accomplish a certificate, as indicated in Attachment 4, when satisfied that the provisions of this regulation, as pertains to his activity, have been met. He will present the completed certificate to the certifying officer at least one (1) hour and thirty (30) minutes prior to scheduled take-off.

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g. Special Equipment Section.

(1) Upon receipt of notification of an operational flight, and after selection of configuration to be used, the special equipment representative will insure that all inspection tags containing signatures or depot names, or other data in conflict with the intent of this regulation are removed from the configuration and its components.

(2) A certificate, as indicated in Attachment 5, will be accomplished and presented to the certifying officer at least one hour prior to scheduled takeoff.

h. Avionics: The same instructions apply as contained in paragraph 3g above. Appropriate certificate is shown in Attachment 6.

i. Tracker: The same instructions apply as contained in paragraph 3g above. Appropriate certificate is shown in Attachment 7.

j. Security Section.

(1) The Security Section will be prepared to place a guard on both the primary and alternate mission aircraft when requested to do so by the certifying officer. Once the security guard has been placed on the aircraft, the guard will not allow the installation of any equipment or documents without the express approval of the certifying officer of the section responsible for the installation of the equipment or documents. In addition, the security guard will remind the section representative that the section's certificate, if already completed, must reflect the installation of the additional equipment. Further, the security guard will maintain a log of all personnel having access to the aircraft, once that aircraft has been placed under guard.

k. Certifying Officer.

(1) As indicated in paragraph 2d, the senior security officer is the certifying officer. The senior security officer will, in addition to his other duties, be responsible for the E&E Kit which contains maps for E&E purposes; \$100.00 in American currency; and a gold link bracelet, the latter for bartering purposes. This kit will be handed to the personal equipment representative who will place it in the pilot's flight suit pocket.

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Reg 60-1

(2) The certifying officer will insure that all sections complete their respective certificates in accordance with the provisions of this regulation.

(3) Upon receipt of notification of the maintenance section's completed certification, the certifying officer will notify the security section to place a guard on the primary and alternate aircraft.

(4) Twenty-five minutes prior to scheduled takeoff the certifying officer will personally inspect the mission aircraft to insure compliance with this regulation.

(5) Upon completion of the certifying officer's inspection and after having received all individual section's certificates the certifying officer will prepare a certificate, as indicated in Attachment 8, and will notify the Group Commander, that the premission check and certification is complete.

Commander

Attachments:

1. Pilot Certificate
2. Personal Equipment Certificate
3. Navigation and Flight Planning Certificate
4. Maintenance Certificate
5. Special Equipment Certificate
6. Avionics Equipment Certificate
- 7. Tracker and Related Equipment Certificate
8. Certifying Officers Certificate

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Summary of revised, deleted, or added material

Removed superfluous wording concerning alternate aircraft where appropriate 3e(1) & 3e(2). Deleted term "Sextant" no longer valid (Para 3:)

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Reg 60-1

PILOT CERTIFICATE

In keeping with the requirements set forth in Group Regulation No. 60-1 I, _____, PILOT of Mission Number _____, have conducted a thorough search of my person, and flying equipment for personal items which might be compromising to the approved Mission Cover Story, the operation, the project or any of its personnel. I am clean of these items and so certify to this by completion of the checklist enumerated below:

- a. WALLET _____ Where located: _____
- b. PERSONAL PAPERS _____
- c. ANY PERSONAL EQUIPMENT other than official approved and certified to by the PE OFFICER _____

(Signature)

(Date)

Attachment 1

Reg 60-1

PERSONAL EQUIPMENT CERTIFICATE

I, _____, certify that I have complied with the provisions of Group Regulation No. 60-1. I have inspected all personal equipment for pilot of aircraft number _____, mission number _____ and certify that this equipment is free of all identifying data, labels, tags, etc., which are of compromising nature to the project, the unit, its personnel, and its supply mechanisms.

I further certify that aircraft pilot number _____ is not carrying compromising identifying data on his person this mission.

(Signature)

(Date)

Attachment 2

SECRET

Reg 60-1

NAVIGATION AND FLIGHT PLANNING CERTIFICATE

I, _____, certify that I have complied with the provisions of Group Regulation No. 60-1. I certify that the flight plan and navigational aids for aircraft number _____. Mission number _____ carry the minimum amount of identifying information essential to the pilot. The flight plan and navigational aids do not carry any information which in itself will directly tie in this particular mission with the home or advance base, the project, the unit, or any of its personnel.

(Signature)

(Date)

Attachment 3

SECRET
[REDACTED] REG 60-1

MAINTENANCE CERTIFICATE

I, _____, certify that I have complied with the provisions of Group Regulation No. 60-1. I have inspected aircraft number _____, mission number _____ and certify that this aircraft is free of all identifying data, labels, tags, etc., which are of compromising nature to the project, the unit, its personnel, and its supply mechanisms.

(Signature)

(Date)

Attachment 4

STATINTL

Reg 60-1

SPECIAL EQUIPMENT CERTIFICATE

I, _____, certify that I have complied with the provisions of Group Regulation No. 60-1. I have inspected all special equipment in aircraft number _____, mission number _____ and certify that this equipment is free of all identifying data, labels, tags, etc., which are of compromising nature to the project, the unit, its personnel, and its supply mechanisms.

(Signature)

(Date)

Attachment 5

STATINTL

Reg 60-1

AVIONICS EQUIPMENT CERTIFICATE

I, _____, certify that I have complied with the provisions of Group Regulation No. 60-1. I have inspected all Avionics equipment in aircraft number _____, mission number _____ and certify that this equipment is free from all identifying data, tags, labels, etc., which are of a compromising nature to the project, the unit, its personnel, and its supply mechanisms.

(Signature)

(Date)

Attachment 6

STATINTL

Reg 60-1

TRACKER AND RELATED EQUIPMENT CERTIFICATE

I, _____, certify that I have complied with the provisions of Group Regulation No. 60-1. I have checked the tracker and related equipment on aircraft number _____, mission number _____ and certify that this equipment is free from any identifying data, tags, tickets, labels, etc., which are of a compromising nature to the project, the unit, its personnel, and its supply mechanisms.

(Signature)

(Date)

Attachment 7

STATINTL

Reg 60-1

CERTIFYING OFFICERS CERTIFICATE

I, _____, certify that I have complied with the provisions of Group Regulation No. 60-1. Attached are individual section certificates, signed by the authorized representatives, itemizing all documents, or other items carried by the pilot or carried in the aircraft as part of necessary mission equipment. I further certify that to the best of my knowledge the pilot, _____, and aircraft number _____, for mission number _____, have been inspected and the provisions of Project Headquarters Directive 50-10-14 dated 7 February 1966, have been met.

(Signature)

(Date)

Attachment 8

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Reg 60-2

12 April 1971

Flying

STATINTL

EVALUATION OF STUDENTS AND STUDENT TRAINING AT [REDACTED]

This directive establishes procedures for evaluating the proficiency of students and standardizing U-2 training.

1. Responsibility. The Group Commander is responsible for implementing the provisions of this directive and for assigning an Operational Ready U-2 pilot to administer the evaluation check.

2. Procedures.

a. An initial evaluation of the student will be accomplished before the students first flight in the U-2.

(1) The initial evaluation will be administered and graded by an operationally ready U-2 pilot and will consist of:

(a) U-2 Proficiency Questionnaire.

(b) U-2 Emergency Examination.

(c) Pre-take off procedures.

(d) Emergency Procedures (critical responses in cockpit)

(2) Upon completion of this initial evaluation, the Operations Officer will review all the students training records and overall performance. If he determines the student is progressing satisfactorily the student will be cleared by the Group Commander for U-2 transition.

b. A final evaluation will be accomplished before the student is upgraded to Operational Ready Status.

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Supersedes [REDACTED] Reg 60-2, 22 Oct 69. (For summary of revised, deleted, or added material, see signature page.)

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Reg 60-2

(1) The final evaluation will be administered and graded by an operational ready U-2 pilot and will consist of:

- (a) U-2 Proficiency Questionnaire.
- (b) U-2 Emergency Examination.
- (c) Flight Check.
- (d) Flight Lines.

(2) Upon completion of this final evaluation the Director of Operations will review all the students training records and overall performance followed by an interview with the student; the D. O. will determine the operational status or designate further training based on the results of the final evaluation.

c. Judging from the results of the Initial and Final evaluation, the Group Commander will determine if the training program is meeting the requirements of Headquarters Directives.

Commander

STATINTL

Summary of revised, deleted, or added material

Deletes evaluation panel; added responsibility to Director of Operations. (Para 2a(2))

STATINTL

Reg 60-3

31 May 1972

Flying

STRANGE FIELD LANDING AND PROCEDURES

This regulation establishes procedures to be followed in the event of an emergency landing by U-2 aircraft at other than operating base while on Headquarters directed and local training missions.

1. Scope. The provisions of this regulation are applicable to all U-2 pilots under the operational control of this group.

2. Responsibility. The Director of Operations is responsible for insuring that each pilot is familiar with specifics contained herein.

3. Procedures.

a. Notify command post by HF or UHF radio of intentions to land at a field other than the home base. If unable to contact the command post have FAA or GCI pass pertinent details to operations.

b. Ground handling procedures for an emergency landing will be identical for all missions. The Intelligence Section will cover emergency landing areas in friendly territory for Headquarters directed missions and specific ground communications instructions. Emergency airfields will be briefed by the Navigation Officer at the general briefing.

c. Once an emergency landing has been accomplished the U-2 pilot will insure ground handling of the aircraft in accordance with the checklist below which is located in the security survival packet.

(1) Install MLG and TLG downlock safety devices. The devices are located in a rack on the right side of the MLG wheel well.

(2) Disconnect the TLG scissors by removing the scissors pin at the upper scissors fulcrum.

STATINTL

Supersedes [REDACTED] Reg 60-3, 16 Oct 69. (For summary of revised, deleted, or added material, see signature page.)
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Reg 60-3

(3) Attach T-33 tow bar to TLG. T-33 tow bar must be attached with tow bar shaft pointing forward. The aircraft should then be moved on to a grease plate and the TLG strut rotated 180 degrees for towing. If a T-33 tow bar is not available, the TLG strut should be rotated 180 degrees and towing may be accomplished by a rope attached to the TLG. In either of the above cases, extreme care must be used to insure no jerking and that the aircraft is moved very slowly.

(4) During aircraft movement the wings should be held level by wing walkers. In case of a heavy wing, a well padded cart or dolly may be placed under the wing skid.

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(5) Contact the [REDACTED] command post by the most expeditious means.

d. Pilots will carry an emergency packet containing a letter of introduction to Base Commanders and \$100.00 United States currency on Zone of Interior Flights.

[REDACTED]
Commander

STATINTL

Summary of revised, deleted, or added material

Checklist changed. (Para 3c(1)through(6). Location of security packet changed (para 3c).

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Reg 60-5

13 October 1969

Flying

PRE-TAKEOFF PROCEDURES

This regulation establishes and standardizes the pre-takeoff procedures for U-2 aircraft.

1. Scope. The provisions of this regulation are applicable to all pilots and sections concerned.
2. Responsibility. The Director of Operations and the Director of Materiel are responsible for insuring adherence to the provisions of this regulation.
3. Procedures.

a. Pre-taxi: After the aircraft engine is started, the pilot will direct his attention to the crew chief for taxi clearance. The crew chief will indicate to the pilot when to hold brakes by blinking a red covered flashlight at night a clenched fist signal by day. This will be acknowledged by the pilot by turning the landing lights on and off at night and a visual signal by day.

b. Taxi: When the aircraft is clear to taxi, the crew chief will indicate the all clear by a steady rotated red light at night and by facing down the taxiway with arms extended by day. The pilot will acknowledge these signals by turning the landing lights on at night and a visual signal by day.

c. Pre-takeoff: After the aircraft is in position on the runway, the crew chief's signals and the pilot's acknowledgments will be as set forth in paragraphs 3a and b above.

STATINTL

Summary of revised, deleted, or added material
Format updated to conform with AFM 5-1. Organizational designation changed.

Supersedes WRSP-IV Reg 60-5, 31 Oct 66,
OPR: OPS
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Reg 60-6

16 June 1970

Flying

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UNAUTHORIZED AIRCRAFT LANDINGS

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This regulation establishes procedures to be used in the event of an unauthorized aircraft landing

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1. Policy. This regulation is applicable to the following activities: Operations, Security, Plant Protection, and Group Duty Officers.

2. Responsibilities. Chiefs of the indicated sections are responsible for insuring that personnel adhere to the procedures contained herein.

3. Procedures During Normal Duty Hours.

a. The Plant Protection staff will:

(1) Park the aircraft in a secure area (normally in the T-33 parking area) and advise the pilot that he has landed in a restricted area at

STATINTL

(2) Escort all personnel on the aircraft to the Plant Protection Office.

(3) Notify the Director of Operations or the Duty Officer.

(4) Notify the Chief of Security or one of his staff who will:

(a) Check pilot and passengers identification and determine reason for unauthorized landing.

(b) Instruct the pilot and passengers to complete security questionnaire and AF Form 180.

(c) Determine if the pilot or passengers have cameras in their possession. In the event cameras are in evidence, Staff Security Officer in charge will direct the individual(s) involved to remove the film from the camera for processing by the [REDACTED]. A receipt (AF Form 52) will be prepared and furnished for any film confiscated.

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Supersedes [REDACTED] Reg 60-6, 23 Sep 69. (For summary of revised, deleted, or added material, see signature page.)

OPR: SEC

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Reg 60-6

An explanation will also be furnished indicating that the film will be processed and all unclassified negatives promptly forwarded at no expense to the owner.

(d) Instruct the pilot that any firearms on board the aircraft must be unloaded while the aircraft is on the ground.

(e) Release aircraft, pilot, and passengers if no incriminating evidence is found. In the event of questionable circumstances, Chief of Security will consult the Group Commander regarding action to be taken.

b. The Director of Operations or the Duty Officer will:

(1) Notify [REDACTED] Operations dispatcher and request that the aircraft's flight plan be closed out with FAA.

(2) Advise pilot that FAA will be notified of the incident and that he may receive a violation. Do not request nor initiate any punitive action through military channels, unless something of an unusual nature has occurred. In this case, the Director of Operations will determine action to be taken.

STATINTL

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(4) Notify the [REDACTED] Fire Department to stand by for the takeoff.

(5) In the event inclement weather or maintenance precludes aircraft departure, arrange with Support Maintenance to hangar aircraft. Assist pilot and passengers in obtaining transportation and lodging.

(6) Place completed forms in folder which will be retained in the Security Office at the Plant Protection Building.

4. Notification and Supervisory Procedures During Non-Duty Hours:

a. During non-duty hours, the senior member of the Plant Protection staff will accomplish all items listed in Para 3a above. The Group Duty Officer will be called and will report to [REDACTED] as soon as practical. In the event that the Duty Officer does not reside [REDACTED] a member of the Group's Operations staff or another unit officer will be notified for assistance. The Director of Operations and the

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Reg 60-6

Chief of Security or their representatives, will be notified only when extenuating circumstances require their presence as determined by the Duty Officer. The Commander will be notified by the Duty Officer of all unauthorized landings as soon as practicable during normal duty hours.

STATINTL

NOTE: The Security Staff is responsible for maintaining current roster of [REDACTED] personnel with phone number in the unauthorized landing folder.

5. In the event the transient crew is reluctant to cooperate or a need for detention appears evident, the Base Security Police will be contacted for assistance.

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[REDACTED]
Commander

Summary of revised, deleted, or added material
Entire regulation updated to be more specific in procedures.

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Reg 60-7

12 April 1971

Flying

MISSION LAUNCH SCHEDULE

This regulation is to establish and standardize the procedures and timing schedule to be followed in launching training and/or operational missions of this squadron.

1. Policy. The provisions of this regulation are applicable to those sections designated in paragraph 3.
2. Responsibilities. Individual section heads are responsible for insuring compliance with the contents of this regulation by individuals under their supervision using applicable checklists.
3. Procedures.

a. Operational Mission Launch Schedule for U-2R:

H-24:00
to
H-8:00 Personal Equipment-pre-flight pilot's equipment
H-8:00 Maintenance - Service aircraft with LOX
H-7:00 Avionics - Install and pre-flight systems,
Com Nav Aids
H-4:00 Special Equipment - Install configuration
H-4:00 Tracker - Install tracker and pre-flight
driftsight.
H-3:30 Avionics - Completes Com Nav pre-flight checks
and purge system 20

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Supersedes [REDACTED] Reg 60-7, 23 Sept 69. (For summary of revised, deleted, or added material, see signature page)

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Reg 60-7

H-2:00 Operations - General and specialized briefings. H-1:45 for training flights.

H-2:00 Maintenance - Position aircraft, refuel and preflight.

H-1:30 Personal Equipment - Final pre-breathing equipment and pilot's flight gear check completed.

H-1:30 Medical - Perform pilot's preflight physical.

H-1:15 Personal Equipment - Pilot pre-breathing.

H-0:50 Avionics - Time code generator installed, Com Nav standby.

H-0:40 Operations - Mobile officer cockpit check complete. H-0:45 for night flight.

H-0:30 Tracker - Install purging hose to aircraft.

H-0:30 Personal Equipment - Deliver pilot to aircraft. H-0:35 for night flight.

H-0:15 Operations - Mobile and pilot complete checklist.

H-0:10 Special Equipment - Remove window covers.

H-0:10 Tracker - Remove window cover.

H-0:06 Pilot - Start engine. May be adjusted according to taxi distance.

H-0:05 Maintenance - Clear equipment from around aircraft, gear pins removed.

H-0:03 Tracker - Purging hose removed.

H-0:02 Operations - Pilot taxis into takeoff position.

H-0:01 Maintenance - Pogo pins removed.

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Reg 60-7

H-0:01 Maintenance - Crew Chief gives signal when aircraft clear for takeoff.

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H-0:00 Takeoff.

Commander

Summary of revised, deleted, or added material

Deletes launch schedule for U-2C. Minor time changes to launch schedule for U2R (Para 3)

12 April 1971

Flying

MISSION BRIEFING, DE-BRIEFING AND CRITIQUE PROCEDURES

This regulation outlines the procedures to be followed at all briefings and debriefings of training and/or operational missions and to designate personnel to be in attendance.

1. Policy. The provisions of this regulation are applicable to all group personnel designated in paragraph 3.
2. Responsibility. The Operations Officer of the group is responsible for insuring adherence to the provisions of the regulation.
3. Procedures. Personnel required at briefings and debriefings are as follows:

a. General Briefings:

- (1) Commander/Operations Officer
- (2) Flight Planner
- (3) Intelligence Officer (Operational Missions Only)
- (4) Weather Officer
- (5) Mission Pilot
- (6) Security Officer (Operational Missions Only)

b. Specialized Briefings:

- (1) Operations Officer
- (2) Flight Planner
- (3) Intelligence Officer (Operational Missions Only)
- (4) Mission Pilot

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Supersedes [REDACTED] Reg 60-8, 22 Oct 69. (For Summary of revised, deleted, or added material, see signature page.)

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Reg 60-8

(5) Special Equipment Technician (when required)

(6) Avionic Technician

(7) Maintenance Crew Chief

c. Debriefing.

(1) Commander/Operations Officer

(2) Flight Planner

(3) Weather Officer

(4) Intelligence Officer (Operational Missions Only)

(5) Maintenance Representative

(6) Autopilot Representative

(7) Special Equipemnt Representative (when required)

(8) Tracker Representative

(9) Avionic Representative

(10) Personal Equipment Representative

(11) Mission Pilot

(12) Engine Representative

4. Briefing Outlines. The Operations Officer will conduct all briefings and debriefings. The general and specialized briefing and debriefings for operational missions will be recorded and forwarded to Headquarters as outlined in the applicable operations order. All other briefings will be recorded and held until the aircraft lands. Participating specialists will be introduced in an organized order for their portion of the presentations or interrogations to insure complete continuity and effectiveness. In general, the following outlines will be used as a guide in conducting the various meetings.

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STATINTL

Reg 60-8

a. General briefing:

- (1) Roll call and classification (Operations Officer).
- (2) Mission and purpose of mission (Operations Officer).
- (3) Mission timing (Operations Officer):
 - (a) Aircraft assignment.
 - (b) Takeoff time.
 - (c) Mission duration.
 - (d) Other pertinent information.
- (4) Intelligence (Intelligence Officer).
- (5) Weather (Weather Officer).
- (6) Emergency procedures (Operations Officer).
- (7) Announcements (Operations Officer).
 - (a) Special route briefings.
 - (b) Debriefing.

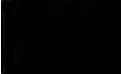
b. Specialized briefing: Special equipment and systems operation will be covered by pertinent specialists.

c. Debriefing: Specialists designated in paragraph 4b will obtain information from the pilot as pertains to their particular equipment or speciality. Each specialist will prepare an individual check list of questions for the interrogation and this check list should be as concise as possible commensurate with the necessary information required.


5. Schedule. The schedules for the briefings and debriefings of missions are as follows:

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 Reg 60-8

- a. General Briefing: Takeoff minus 2:00 (Operational Missions)
- b. Specialized Briefings: Immediately following general briefing.
- c. Debriefing: Actual landing plus 30 minutes.


Commander

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Summary of revised, deleted, or added
Material

Requirement for engine representative to attend debriefings added (Para 3c). Time for general briefing changed (Para 5a)

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25X1C

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

Next 17 Page(s) In Document Exempt

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

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Reg 60-10

25 May 1972

Flying

PCP QUALIFICATIONS FOR SUPPORT FLYING

This regulation outlines the qualifications required prior to a pilot flying a support mission involving the carrying of passengers.

1. Policy. The provisions of this regulation are applicable to all pilots on orders in a support flying capacity.
2. Responsibility. The Director of Operations is responsible for insuring adherence to the provisions of this regulation.
3. Procedures:
 - a. A pilot flying the O-2 will be currently qualified and have a minimum of 50 hours of flight time in the aircraft.
 - b. A pilot flying the C-210 will be currently qualified and have a minimum of 20 hours of flight time in the aircraft.

Commander

STATINTL

Summary of revised, deleted, or added material

Reference to U-3 changed to O-2 (para 3a).

Supersedes Reg 60-10, 18 May 71.
OPR: OPS
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Reg 66-1

2 October 1969

Depot Field and Organizational Maintenance

MANUAL PUBLICATION DEFICIENCY REPORTING PROCEDURE

This regulation establishes procedures to be followed when a technical publication deficiency is noted and action to be taken to change the content of the publication.

1. Policy. These instructions pertain to all sections receiving distribution of the Maintenance and Flight Manual Group of publications.
2. Responsibilities. The Chief of Maintenance will be responsible for the implementation of these procedures.
3. Procedures.

a. ADP Form 1477-2, Manual Publication Deficiency Report, will be employed to accomplish the required changes. Each section will be provided with blank copies of this form. Additional copies may be obtained from the Inspection Section, Director of Materiel Office.

b. The technician will fill out the form in draft handwritten or typed on the spot as deficiencies are discovered. The form will be screened by the section supervisor who will initial it prior to submittal. NOTE: Deficiencies discovered in the technical manuals which could result and/or are a safety of flight hazard will be immediately reported to his supervisor. The supervisor will immediately contact the Inspection Section and/or the Director of Materiel.

c. The supervisor will then forward the draft completed ADP Form 1477-2 to the Inspection Section, Director of Materiel Office.

d. The Inspection Section, will review the draft copy of the ADP Form 1477-2 for validity, readability, format, and assign a control number. The control number will be a numerical number, a dash and the last two digits of the year. (Example: 1-68, 2-68, 3-68, etc.).

e. The reviewed draft copy of the ADP Form 1477-2 will be typed in final form in four (4) copies. Distribution will be two (2) copies to Project


Supersedes WRSP-IV Reg 66-1, 20 Mar 69. (For summary of revised, deleted, or added material, see signature page.)

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 Reg 66-1

Headquarters, one copy to Inspection Section of the Director of Materiel, and one advance information copy to applicable contractor. Project Headquarters will evaluate and make further disposition.


Commander

1 Atch
ADP Form 1477-2

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Summary of revised, deleted, or added material
Organizational designation changed.

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Reg 66-1

- MANUAL PUBLICATION DEFICIENCY REPORT -

TO: Maintenance Manuals Group Flight Manuals Group		Model	Publ No. _____ Date _____ Chg Date _____ ChgNo. _____
Date of This Report _____		Reply Desired Yes No	
SUBMITTED BY: _____		Signature _____	
TYPE OF ACTION RECOMMENDED: TDC Requested Next Change Affects Maintenance Procedures			
Page No.	Fig. No.	Para or Index No.	Remarks: Explanation of discrepancy and suggestions for correction.

1477-2

Attachment 1

TAB

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Reg 67-1

3 October 1969

Supply

PERSONAL CLOTHING AND EQUIPMENT

This regulation outlines procedures to be used in the storage, issue, accounting and turn-in of personal clothing and equipment. It applies to all personnel assigned or attached to [REDACTED]

STATINTL

1. Policy. Personnel will be authorized items of personal clothing and equipment as listed in USAF Tables of Allowances. Unit Supply will stock small quantities of these items for initial and replacement issues. All personal clothing and equipment except high altitude flying clothing will be controlled by Unit Supply. High altitude flying clothing will be controlled by Personal Equipment.

2. Responsibility. The Unit Supply Officer will be responsible for the implementation of these procedures.

3. Procedures.

a. Newly assigned or attached personnel will clear in through Unit Supply. An accountable record of issues and turn-ins made while the individual remains with this organization will be maintained on AF Form 1297. The individuals permanent AF Form 538 will not reflect any transactions with this unit, but will be filed with the temporary record.

b. Personnel reassigned from this unit will clear out through Unit Supply. All property not authorized the individual in a regular Air Force unit will be turned in. Retention type items may be shipped to the individual and entered on the permanent record. After all items have been accounted for the temporary record will be destroyed.

c. All transactions will be made between Unit Supply and the individual concerned except for those involving high altitude flying clothing. Stock on hand of these items will be issued to and maintained by the Personal Equipment Section. Accountability will be maintained by that section on AF Form 1297 in individually identified jacket files.

d. Personnel requiring replacement for individual equipment, must turn in like unservicable equipment prior to being issued serviceable replacement items.


Supersedes WRSP-IV Reg 67-1, 14 Feb 69. (For summary of revised, deleted, or added material, see signature page.)

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 Reg 67-1

e. Dry cleaning of clothing will be accomplished by turn in of garment to Unit Supply. Return of clothing normally takes one week.

f. Flight clothing (with black shoes or boots) will be worn as follows: during flights, on flight line, and to or from work. Mixture of flight jackets with civilian attire is not authorized and will not be worn in public places.

g. Unit Supply will accomplish an annual inventory of all personal clothing and equipment by contacting each individual assigned and verifying all balances recorded on AF Forms 1297.


Commander

STATINTL

Summary of revised, deleted, or added material
Organizational designation changed.

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Reg 67-2

13 March 1972

Supply

LOCAL PURCHASE FUND - SUPPLIES AND SERVICES

This regulation outlines responsibilities and procedures necessary to insure proper processing of Purchase Requests (PR) and Service Requests.

1. Responsibility. The Chief of Supply, Director of Support, and the individual who initiates local purchase requests are primarily responsible for the control, processing and accounting of monies expended as set forth in this procedure.

2. Objective. To maintain strict accounting and control of Purchase Requests and Service Requests for audit purposes and to insure that materials and services are procured locally only when normal supply channels and maintenance activities are unable to support the requestors needs.

3. Definition of Terms.

a. Purchase Request - Commonly referred to as a "PR" and identified as a request for material goods only. (Ref Atch One)

b. Service Request - Identified as a request for maintenance action to an activity external to this organization; usually involves repair of an end item(s) or component(s). (Ref Atch Two)

4. Procedures.

a. Purchase Requests

(1) Individuals may procure materials by local purchase means only when their requirements cannot be satisfied through normal supply channels or when a valid emergency exists and the item(s) cannot be obtained by the required delivery date.

(2) Requests will be submitted by use of a local purchase form as shown in Attachment One.

STATINTL

Supersedes [REDACTED] Reg 67-2, 3 Oct 69. (For summary of revised, deleted, or added material, see signature page.)

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Reg 67-2

(3) The purchase request will be submitted in three copies to the Purchasing Agent in Unit Supply for research and approval. Once proper review has been accomplished, the Purchasing Agent will acquire approval/disapproval from the Chief of Supply. Approved requests will be assigned a purchase request number from a control register maintained by the Purchasing Agent. Copy number three of the PR will be retained by Unit Supply in a suspense file. Copies one and two will be returned to the requestor for forwarding to the Director of Support for final approval/disapproval.

(4) Should the requestor desire to personally acquire the items, he will sign necessary finance forms, withdraw cash and then make the purchase. Sales tax will not be paid since the sale is to a U.S. Government function.

(5) After receipt of the items, the requestor must return to Finance with a receipt for the purchase. He will then sign the PR form indicating receipt of the requested items and hand carry copy number two to the Purchasing Agent in Supply for completion of the control register and close out of the suspense file.

(6) If the requestor desires that Unit Supply acquire the item(s), he will immediately return the approved PR (copies one and two) to the Purchasing Agent who will initiate required action to comply with the purchase request.

(a) Upon receipt, the item(s) will be issued to the requestor who will sign both copies one and two of the purchase request.

(b) Copy one of the purchase request and the sale receipt will be forwarded to the Finance Officer for file. Copy two will be filed in the Unit Supply completed file by the Purchasing Agent.

b. Service Requests


(1) Individuals may submit requests for services when the capability to accomplish the work does not exist in this activity or when an emergency exists and internal maintenance functions cannot accomplish the service by the time it is required.

(2) Requests will be submitted by use of a service request form as shown in Attachment Two.

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 Reg 67-2

(3) The service request will be prepared in three copies for review by the director responsible for the requestor activity. If approved, it will be forwarded to the Director of Support who will execute final approval/disapproval.

(4) The requestor will obtain the desired services and return to the Director of Support with a receipt for the services performed so that final close out action can be accomplished.


Commander

2 Atch

1. Purchase Request
2. Service Request

STATINTL

Summary of revised, deleted or added material

Procedures for submitting purchase requests defined in greater detail. Method for submitting service requests added (para 4b). Attachment One updated. Attachment Two added.

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P33-02415A000600030001-0

SUBJECT: Purchase Request

DATE: _____

TO: Unit Supply

Request the following item(s) be purchased locally for the use of this section. I certify that the item(s) is either not stock listed nor available from depot or is a valid emergency which will not allow for normal supply action.

COMPLETE DESCRIPTION (Include Part Number)

QUANTITY

COST

REASON REQUIRED:

Equipment with unit cost of \$50.00 or more, check one: TOTAL COST
() End Item () Installed () Component Part of PN/FSN

RECOMMENDED SOURCE:

(Name of Company, Address, Phone Number)

(Signature of Requestor)

(Duty Section)

APPROVALS:

(Unit Supply Officer)

(Approving Official)

PROPERTY RECEIVED BY:

(Signature)

(Duty Section)

(FOR SUPPLY USE ONLY)

ORDER PLACED: Time _____ Date _____

SALEMANS NAME & PHONE _____

PROMISED DELIVERY DATE _____

METHOD OF DELIVERY _____

COD _____ BILL _____ PAID _____

(FOR FINANCE USE ONLY)

RECEIVED CASH \$ _____

SIGNATURE _____

DATE _____

PR NUMBER _____

DP33-02415A000600030001-0

STATINTL

SUBJECT: Service Request

DATE: _____

TO: Director of Support

Request the following services be procured locally. I certify that either (the maintenance capability does not exist at this installation to perform the work required) or (the request is a valid emergency which will not allow for normal maintenance action.) STRIKE OUT INAPPLICABLE TERM.

WORK TO BE ACCOMPLISHED

ITEMIZED COST

Total Cost _____

REASON REQUIRED:

RECOMMENDED SOURCE: (Name of Company, Address, Phone Number) _____

SIGNATURE OF REQUESTOR

DUTY SECTION

REVIEWING OFFICIAL

DIRECTOR OF SUPPORT

SERVICE RECEIVED BY: _____

SIGNATURE

DUTY SECTION

FOR CUSTOMER USE ONLY

Company Name and Phone Number _____

Service Request Placed: Date _____ Time _____ Date Service Performed _____

Method Payment to be Effectuated (C.O.D. _____) (Bill _____) (Paid _____)

FOR FINANCE USE ONLY

Received Cash \$ _____

Signature _____

Date _____

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0
(Assigned by Finance Officer)

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Reg 67-3

20 March 1972

Supply

REQUEST FOR ISSUE

This regulation outlines the procedures to be followed when requesting issue of property from Unit Supply.

1. Policy. All group personnel will comply with the procedures outlined to request items from Unit Supply.

2. Responsibility. The Chief of Supply will be responsible for the implementation of these procedures.

3. Procedures. For control purposes, property is catagorized in two types - supplies and equipment.

a. Requests for supplies type items will be submitted to Unit Supply on DD Form 1150, Request for Issue or Turn-In. This form will be submitted in two copies with the following entries (ref Atch 1 format):

- Block (1) - Section Title of Requestor
- (2) - Annotate "Unit Supply"
- (3) - Leave Blank
- (4a) - Nomenclature of item and Manufacturer, if available.
- (4b) - Stock number or part number; if unknown, include specifications of item. NOTE: When submitting priority requirement (material required within 15 days) specific justification will be included in this block.
- (4c) - Leave Blank
- (4d) - Enter unit of issue (EA, PR, etc.).
- (4e) - Quantity Required
- (4f, g, h) - Leave Blank
- (5) - Leave Blank
- (6) - Enter specific date material will be needed.
- (7, 8, 9) - Leave Blank
- (10) - Requestor will date and sign request.

STATINTL

Supersedes [REDACTED] Reg 67-3, 20 Oct 69. (For summary of revised, deleted or added material, see signature page.)

OPR: SUP

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Reg 67-3

b. Requests for equipment type items will be submitted to Unit Supply on SLOE Request form (see Atch 2 for format). This form will be submitted in two copies with the following entries:

- Block (1) - Section Title of Requestor
(2) - Check Depot for Part I, SLOE and Headquarters for Part II, SLOE.
(3) - Indicate action requested; Issue, Add Authorization, etc.
(4) - Urgency of request, priority (15 days, less) or routine.
(5) - Include stock or part number.
(6) - Nomenclature of item and manufacturer, if available.
(7) - Quantity required or affected.
(8) - Include code "R"; leave blank if unknown.
(9) - Include actual/estimated cost; leave blank if unknown.
(10) - Annotate unit of issue as applicable.
(11) - Enter section code from SLOE Listing; leave blank if unknown.
(12) - Enter specifics as to why item is required (to support end item so and so, etc.).
(13) - The custodian will sign and enter current date.

c. Unit Supply will review the DD Form 1150 issue request or SLOE request as applicable, assign a control number and return one copy to the requestor for suspense purposes. The material will be issued upon receipt.

d. FAK spares will be issued from stock on an issue recapitulation form located at the Customer Service Counter. In addition, the customer will sign an AF Form 1297, Temporary Issue Receipt, for R coded items (excepting initial issues).

e. Requirements for office and janitorial type supplies will be submitted to the Customer Service Counter on a locally devised form (see Atch 3 format).

f. Requests for non-powered hand tools will be submitted to Unit Supply on a locally devised form (see Atch 4 format).

g. Requests for vehicles will be submitted on "SLOE Request Form" and will be approved by the Director of Support prior to submission to Unit Supply.

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Reg 67-3

STATINTL

(1) Requirements for "OFFICIAL" vehicles will be submitted by the Director of Support to Project Headquarters via message. Once final approval has been obtained, he will advise the requestor to process a Purchase Request (see Reg 67-2 for guidance). This request along with the SLOE Request will be utilized by Unit Supply to establish accountability on Part II, SLOE.

(2) Requirements for military vehicles will be approved by the Director of Support before the requestor submits the SLOE Request to Unit Supply for processing to Project Depot in accordance with standard procedures.

h. Refill of oxygen and other gas cylinders will be accomplished by Unit Supply. The requestor will insure containers are labeled in accordance with AFM 71-4. The POL Section will be responsible for refill of liquid oxygen carts.

STATINTL

Commander

4 Atch

1. DD Form 1150
2. SLOE Request
3. Base Serv Store Req
4. Tool Issue Req

Summary of revised, deleted or added material

Requirement for using DD Form 1150 to request equipment issue/turn-in deleted, para 3a. Procedures for requesting equipment added, para 3b. Procedures for requesting gases updated, para 3h. Attachments 1, 2 and 4 added.

STATINTL

Reg 67-3

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REQUEST FOR ISSUE OR TURN-IN		ISSUE	SHEET NO.	NO. OF SHEETS	8. REQUEST NUMBER	
		TURN-IN	1			
1. FROM: (1)		6. DATE MATERIAL REQUIRED (6)			7. PRIORITY	
2. TO: (2)		8. VOUCHER NUMBER			9. POSTED	DATE BY
3. ACCOUNTING AND FUNDING DATA						
4. END ITEM IDENTIFICATION	5. NAME AND MANUFACTURER (4a)		6. MODEL		7. SERIAL NUMBER	
10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED	DATE (10)	BY (10)	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE	BY

ITEM NO.	STOCK NUMBER, DESCRIPTION, AND CODES OF MATERIAL AND/OR SERVICE b	C CODE	UNIT	d OF	ISSUE	QUANTITY e	SUPPLY ACTION f	UNIT PRICE g	TOTAL COST h
SHEET TOTAL									
GRAND TOTAL									

*ISSUE — I-Initial; R-Replacement TURN-IN — U-Unserviceable; S-Serviceable

DD FORM 1150
1 OCT 67

REPLACES EDITION OF 1 JUL 66 WHICH MAY BE USED

★ U. S. GOVERNMENT PRINTING OFFICE: 1966-235-983

ATCH 1

SECRET (When filled in)

S L O E ISSUE/TURN IN/ CHANGE REQUEST/ HAND RECEIPT

Reg 67-3

(1) FROM (Shop);		THRU: Unit Supply		(2) TO: Hqs () Depot ()	
(3) In () Del/Decrease Auth () Issue () Add/Increase Auth () (line out unapplicable entries)		Hand Loan Only () Receipt () Replacement/ Not Req'd ()		Document Nr.	
(4) Precedence: PRIORITY () ROUTINE ()		Change Request Nr.			

BOOK/PART NUMBER	FOUND	ACTION QTY	ERC	COST	U/I	COLUMN
(5)	(6)	Fm (7) To	(8)	(9)	(10)	(11)

Justification/Remarks
(12)

Requesting Custodian (13) (Signature) (Date)		Received by: (Signature) (Date)	
---	--	------------------------------------	--

() Approved () Disapproved (Unit Supply)		For Approving Authority Use Only () Approved () Disapproved (Hq/Depot)		ACTION - SLOE SLOE LIST AF 1120-1 Cy TO CUSTODIAN
Signature of Approving Authority		Signature of Approving Authority		
Remarks/Comments				

SECRET (When filled in)

ATCH 2

BASE	SERVICE	STORE REQUEST
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
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367		

[illegible]

(REQUESTER)

(SECTION)

(DATE)

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STATINTL

Reg 67-4

12 February 1974

Supply

TURN-IN PROCEDURES

This regulation outlines procedures to be followed when turning in supplies and equipment to Unit Supply. It identifies specific type items that must be turned in and prescribes documents that will accompany the property.

1. Objectives. To maintain maximum control over reparable/recoverable type items and to provide depot and contractor personnel with information regarding item failure so as to minimize turn around time of reparable items.

2. Responsibilities. All group personnel responsible for control and maintenance of the type materials identified in this regulation will comply with the procedures set forth herein. The Chief of Supply will insure compliance of these procedures.

3. Procedures.

a. The following actions will be taken by the customer on all turn-ins to Unit Supply:

(1) Materials will be properly identified and tagged according to serviceability (Reparable, Serviceable, Condemned).

(a) Tag will be attached to the outside of container for each line item involved.

(b) Information on tag will include:

1. Stock/Part Number
2. Serial Number (if item under serialized control)
3. Quantity being turned in.
4. Failure Report Number (if applicable)

STATINTL

Supersedes [REDACTED] Reg 67-4, 4 Aug 72. (For summary of revised, deleted or added material, see signature page.)

OPR: SUP
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Reg 67-4

(2) Materials will be properly packed for shipment prior to turn-in to Supply.

(a) Items for which containers have been specially designed by the contractor will be returned in those type containers only.

(b) All other items will be returned in their original container or one that will provide adequate protection during shipment.

b. Repairable/time change items will be tagged with an AFTO Form 350, Repairable Item Processing Tag (ref OSA Dir. 45-10-2).

(1) Tag will be attached to item.

(2) Information on tag will include:

(a) Block 2 - Serial number of article from which item was removed (if not applicable, leave blank).

(b) Block 8 - Total hours operated from time of installation for all time change items.

(c) Block 9 - Quantity of one (note: AFTO 350 required for each individual item).

(d) Block 10 - Federal supply class on stock listed items and alpha prefix on peculiar (contract) items.

(e) Block 11 - Stock number on stock listed items and part number on peculiar items.

(f) Block 12 - Serial number if item under serialized control.

(g) Block 14 - Complete description of malfunctions and why item is being returned for rework.

c. FAK Turn-In. Only FAK (Fly-Away-Kit) items of a recoverable/reparable nature will be turned in to Unit Supply. These items are coded "R" in the FAK Authorization Listings.

(1) Items will be turned into Supply within 72 hours after receipt of a serviceable replacement.

STATINTL

Reg 67-4

(2) The Temporary Custody Receipt that was signed at the time the serviceable replacement was issued will be returned to the customer upon turn-in of the reparable item.

(3) Critical items will be turned in as soon as possible regardless of whether a replacement has been issued.

d. SLOE Turn-In

(1) For the purpose of this regulation, SLOE (Special Listing of Equipment) items are those authorized on custody receipt listings. These assets will be turned in only by custodians.

(a) When a custodian desires to turn in SLOE equipment which will result in a deletion or reduction in authorization, he must submit a SLOE Change Request (Standard Form 3504) to Unit Supply and receive approval from depot/project headquarters, as applicable, prior to physical turn in of the equipment. DD Form 1150-1 Turn-In Request, citing the SLOE change number of the approved SLOE Change Request, will accompany the equipment to Unit Supply.

(b) If a replacement item of the same stock number is required for the item(s) to be turned in, a SLOE Change Request is not required. Turn in the equipment to Unit Supply accompanied by a DD Form 1150-1 Turn-In Request.

(c) Item(s) will be properly cleared and purged IAW applicable technical orders prior to turn in to Unit Supply.

(2) Unit Supply will acknowledge receipt of SLOE equipment by signing the DD Form 1150-1 and returning one copy to the custodian.

e. Items turned in to Unit Supply for "REPAIR AND RETURN" will be accompanied by DD Form 1150-1 (2 copies).

(1) The DD Form 1150-1 will be clearly marked "REPAIR AND RETURN".

(2) Unit Supply will acknowledge receipt of the item(s) by signing the DD 1150-1 and returning one copy to the customer.

STATINTL


f. Classified configuration material will be turned into Unit Supply IAW Regulation 205-14.

g. Classified film will be turned into Unit Supply IAW Regulation 205-6.

STATINTL

STATINTL

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 Reg 67-4

h. Explosives and gas cylinders will be prepared for turn-in to Unit Supply IAW AFM 71-4.

i. If, because of peculiarity or size of property, it is deemed not feasible to physically deliver such items to the Unit Supply warehouse, the necessary turn-in documents will be handcarried to Unit Supply so that stock record annotations can be accomplished. At no time will an account custodian release or request disposition of SLOE property without prior approval of Unit Supply.


Commander

STATINTL

Summary of revised, deleted, or added material

Paragraph 3(d) revised to conform with OSA directive 45-10-3.

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STATINTL

Reg 67-5

22 March 1972

Supply

FAK CHANGE REQUEST

This regulation outlines procedures for submission of change requests to the FAK (FLY-AWAY-KIT) Authorization Listing and provides general guidelines to be followed by maintenance and supply activities in the management of stock/kit levels.

1. Objectives. To provide a uniform method for handling FAK authorization changes and to insure that BASE/KIT stock levels are indicative of mission requirements.

2. Responsibilities. Section Chiefs will review all FAK Change Requests submitted from their sections. The Chief of Supply will maintain a comprehensive program to insure that FAK changes are properly processed and that maintenance activities are advised of stock usage trends.

3. Procedures. There are two methods by which changes can be effected to the FAK Authorization Listing, (1) Project Headquarters or Depot can direct changes, in which case a FAK change request is not required from Detachment "G", or (2) Detachment "G" can initiate a change. This regulation is concerned only with the second method.

a. To request a FAK change, the section chief will:

(1) Prepare two copies of each change request; submit the original to Unit Supply and retain the duplicate in suspense. Each form may contain multiple items, provided all of them are authorized in the same section of the FAK Authorization Listing.

(2) Insure completeness of request forms prior to submission to Unit Supply (ref Atch 1 format). The following entries are mandatory:

- Block 1 - Section Title of Requestor
- 2 - Date of Request
- 3 - Section Affected on FAK Authorization Listing
- 4 - Action requested: add, increase, reduce or delete.

STATINTL

Supersedes [REDACTED] Reg 67-5, 22 Oct 69. (For summary of revised, deleted or added material, see signature page.)

OPR: SUP

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Reg 67-5

- 5 - Stock number of item.
- 6 - Nomenclature and part number.
- 7 - Unit of Issue (EA, PR, etc.)
- 8 - Repairability/Recoverability Code "R" or "N"
- 9 - Cost of item if available; otherwise leave blank.
- 10 - Quantity required or to be changed to in BASE stock.
- 11 - Quantity required or to be changed to in deployment kits.
- 12 - Alpha identity of special package affected; "B" for Baker Package, etc.
- 13 - Phase I Kit Change
- 14 - Phase II Kit Change
- 15 - Phase III Kit Change
- 16 - Check priority if item required within 15 days, immediate if item required as soon as possible (must fully justify in Block 17); otherwise process as routine.
- 17 - Specific justification required for request to "add" or "increase" authorization.
- 18 - Must be signed by section chief or supervisor.

b. Unit Supply will forward a completed action copy of the FAK Change Request to the customer once depot has approved/disapproved it.

c. Maintenance supervisors will perform continuous surveillance over FAK authorizations to insure that authorized line items and quantities are based upon current/projected mission requirements. Items identified as obsolete or no longer required will be deleted from authorization. Items that are interchangeable with other authorized items will be identified to Unit Supply so that maximum utilization of assets can be attained.

d. Unit Supply will maintain an active stock control program to insure that excessive/inadequate asset levels are identified to maintenance supervisors. Consumption criteria will be a primary governing factor in making these determinations. However, many items are and will continue to be low usage items and the consumption factor cannot be applied. When it is determined that we must maintain a stockage position on these items, they will be categorized as "insurance" or "standby" items.

Commander

1 Atch
FAK Change Request Format

STATINTL

Summary of revised, deleted or added material

General guideline for management of stock levels added, para 3c and d. Supply and Depot internal procedures for processing change requests deleted, para 3, 4, and 5. Attachments 1, 2 and 4 deleted. Attachment 1 added.

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

FROM: (1) HRU; Unit Supply TO: Depot DATE: (2)
Request appropriate action be taken as indicated to Section (3) on authorization list number

[illegible]

5) URGENCY OF NEED: Routine Priority Immediate

7) JUSTIFICATION:

(18)

(Requesting Official)

DO NOT WRITE BELOW THIS LINE

(Date)

(REQUISITION NUMBER)

FOR UNIT SUPPLY/HQ/DEPOT

APPROVED: _____ DISAPPROVED: _____ DATE: _____ APPROVING OFFICIAL: _____

REMARKS:

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

DEPOT FILE NUMBER

CHANGE REQUEST NUMBER

AUTHOR

SECRET

25X1A

25X1C

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Reg 67-6

22 October 1969

Supply

PROCEDURES FOR LOADING AND OFF-LOADING
CARGO FOR DEPLOYMENTS AND FERRIES

This regulation establishes procedures to insure proper staging of cargo required to deploy or ferry aircraft and to provide sufficient personnel for loading and off-loading the cargo aircraft.

1. Policy. This group is required to maintain a posture of constant readiness to deploy selected portions of our assets on short notice and in good order in response to higher level directives. Successful accomplishment of this portion of our mission requires concise pre-deployment planning followed by precise implementation of the plan when executed. Coordination during the planning phase and full cooperation of all assigned individuals during the execution phase are absolutely necessary to success. This directive outlines procedures to be followed during cargo/personnel loading and off-loading operations.

2. Responsibility and Procedures.

a. The Director of Materiel will advise all sections concerned with the information as to phase and special support packages which will be required on a deployment, carrier operation or ferry.

b. Upon notification of a pending deployment, carrier operations and/or ferry movement, all sections will be responsible for packing and delivering to an area designated by Unit Supply, all equipment and supplies required for the operation. These items will be packed and marked IAW 67-9. Sections will deliver to the Unit Supply a listing of all cargo, using the manifest blanks available in Unit Supply. FOR FERRY MOVEMENTS, section chiefs are responsible for identifying, on the manifest form, (1) cargo required to come off at enroute stops to support article, (2) cargo that is to return on same aircraft, (3) and cargo that is to remain at destination.

c. The Unit Supply Section will prepare the final manifest in sufficient copies to satisfy the needs of the airlift crew commanders, plus copies for each of the following:

- (1) Group Commander
- (2) Deployment Commander
- (3) Director of Materiel

Supersedes WRSP-IV Reg 67-6, 1 Nov 67. (For summary of revised, deleted, or added material, see signature page.)

OPR: SUP

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Reg 67-6

- (4) Operations Officer
- (5) Each section chief

d. The Unit Supply Section will have overall responsibility for supervising the entire loading operation, providing the forklift operator, and requesting additional loading personnel if required. On aircraft carrier operations, Supply Section will supervise movement of cargo to dockside and coordinate with longshoremen and ship's personnel for on and off-loading of cargo on carrier.

e. Group Operations will obtain the names of at least two contacts on board the aircraft carrier who can coordinate with Unit Supply personnel in obtaining necessary assistance for the movement, storage, tiedown, and protection of cargo on the Navy installation and aboard ship. In the absence of the Navy Liaison Officer, the Director of Materiel will perform this function.

f. All sections with cargo to be loaded will enter the name of the individual on the manifest listing who will be the section loading representative. An individual who may or may not be the section loading representative and who is deploying with the Detachment, will be responsible for prechecking his section's manifest and assisting with the loading. Unit Supply will advise the individuals named of the time and place to report for the loading detail.

g. Classified items will be retained in the operating sections until time for loading or delivered to an area designated by Unit Supply. The designated section loading representative will bring all classified cargo with him when reporting for the loading detail.

h. The Security Section will provide the necessary security for classified equipment from the time the cargo is delivered to the loading area until arrival at destination of the deployment and/or ferry aircraft. A courier will be provided when required.

i. The individuals selected in paragraph "f" above will remain with the off-loading party until all of his section's cargo is off-loaded and longer if requested. He will then insure that his section's cargo is stored in the proper location at the deployment site (or aircraft carrier).

j. The deployment Commander will designate an individual to be responsible for supervising the loading prior to departure from deployment and/or ferry location. The designated individual will make arrangements for a forklift, a forklift operator, and loading personnel. Through the deployment Commander, he will designate individuals from each section who will

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Reg 67-6

accomplish proper loading of all equipment to be returned from deployment site.

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for [Redacted]
Commander

Summary of revised, deleted, or added material

Entire regulation updated. Format updated to conform with AFM 5-1.
Organizational designation changed.

3

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25X1C

SECRET



25X1A

Reg 67-7

16 October 1969

Supply

AIRLIFT PROCEDURES AND CARGO MOVEMENT

This regulation furnishes instructions to all sections of this organization in implementing Project Directive 45-3, Project Headquarters Airlift Procedures.

1. Policy. To provide expeditious movement of cargo from this organization on Project controlled aircraft. By necessity all cargo will be classified as either Mission Product - Take (Material), or general cargo. Training or stateside product (take) is considered general cargo unless specifically directed otherwise.

25X1A

2. Responsibilities.

a. The Director of Materiel is responsible for the overall implementation of this directive.

b. Operations Section is responsible for the overall administration and control of all material originating in this organization.

25X1A

c. Unit Supply section is responsible for accumulating, storing, and loading of all outgoing cargo, except material. In addition, Unit Supply will off-load incoming cargo.

25X1A

d. Each section is responsible for the implementation of procedures as indicated below.

3. Procedures.

a. Each section will package and mark items of cargo IAW ATTC Reg 67-9. In addition, each section will insure secure and sterile packaging or covering of classified items. Explosive materials will also be prominently marked. Cargo, excluding and training or stateside product, will then be turned in to Unit Supply for storage while awaiting shipment. Simultaneously, section concerned will furnish to the Supply Office the information as indicated in Attachment 1. Training or stateside product (take) cargo will be processed as indicated above except sections concerned will retain this cargo for controlled

25X1A

Supersedes WRSP-IV Reg 67-7, 17 Feb 69. (For summary of revised, deleted, or added material, see signature page.)

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25X1A

Reg 67-7

temperature storage pending arrival of aircraft. This cargo will be turned into Supply for loading six hours in advance of arrival of aircraft. In addition, sections shipping training or stateside product will furnish information indicated in Attachment 2 to the Operations Section. The Tracker Section will deliver tracker material to the Operations Section who will comply with above instructions.

b. The Operations Section will take required administrative action on all training or stateside product as required to insure complete control of movement to and from this organization.

25X1A

c. [REDACTED] material requiring special handling. Security is responsible for accumulating, marking, manifesting, and couriering all [REDACTED] material to destination as directed by higher authority. Security is also responsible for preparing the [REDACTED] and for coordinating it with Operations prior to transmission by the Signal Center.

25X1A

25X1A

d. Unit Supply will receive and store all cargo, except as indicated above, pending arrival of Project aircraft. Upon arrival Unit Supply will off-load and notify the appropriate sections to pick up cargo. In addition, Unit Supply will insure loading of all cargo as indicated on the manifest. Unit Supply will also deliver three copies of the manifest to Courier or Pilot (as applicable), two copies of the manifest are for delivery to consignee.

e. Support Maintenance Section will meet and service all arriving aircraft as required. In addition, departure time, destination, and ETA will be obtained and forwarded to the Unit Supply office.

f. The Supply Office will advise Project Headquarters by message of all cargo awaiting shipment as occurs in accordance with Project Directive 45-3. The Supply Office will also send a departure message advising Project Headquarters and each consignee of the cargo off-loaded, on-loaded, aircraft departure time, destination, and ETA.

Commander

2 Atchs

25X1A

1. Cargo Shipment Form

2. [REDACTED] Shipment Form

25X1A

Summary of revised, deleted, or added material

Cargo to be packaged and marked IAW [REDACTED] Reg 67-9 (para 3a). Organizational designation changed.

SECRET

SECRET (When Filled In)

25X1A

Reg 67-7

1. Cargo breakdown -

<u>ITEM NUMBER</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>CUBE</u>
--------------------	--------------------	---------------	-------------

2. Dimensions of largest item: Length: _____ Width: _____ Height: _____

3. Actual contents of package: _____

4. Security Classification: _____

5. Date and time of pick up required: _____

6. Consignee: _____

7. Special Handling Instructions (Indicate any special handling required on certain items, courier requirements and any pertinent information required for Project Headquarters, Consignee and/or this organization):

SECRET (When Filled In)

Attachment 1

25X1A

SECRET (When Filled In)

Reg 67-7

1. Mission Number: _____
2. Footage (Each Can): _____

3. Weight and cube each can: _____

4. Security Classification: _____
5. Description (Delta, B, Tracker, etc): _____

SECRET (When Filled In)

Attachment 2

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Reg 67-8

29 April 1970

Supply

BENCH STOCK

This regulation outlines procedures to be used in the binning, utilization, and replenishment of miscellaneous spare parts classified as bench stock, under the Supply Section control. It applies to all personnel assigned or attached to this organization.

1. Responsibility. The Unit Supply Officer will be responsible for implementing these procedures.

2. Procedures.

a. Tac Maintenance:

(1) Unit Supply will requisition sufficient quantities of bench stock spares using the levels established by Tac Maintenance as a guideline.

(2) One-third of the requisitioned quantity (upon receipt) will be placed in a plastic envelope along with a "bench stock reorder card".

(3) The packaged and loose items (two-thirds) will then be binned.

(4) When the loose items have been used, the packaged items will be emptied into the bin and the bench stock reorder card placed in the reorder box by the customer. The envelope will remain in the bin.

(5) A supply representative will periodically check the reorder box, remove reorder cards and hand carry to the supply records section for reordering.

(6) A document control number assigned from the bench stock control register will be assigned and annotated on each reorder card (one for one).

(7) The reorder cards, with control number, will then generate requisitioning action to the project depot.

(8) A copy of the requisition document will be placed in the bench stock folder as a final action document.

(9) The reorder cards with control number assigned will be forwarded

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Reg 67-8

to the warehouse and placed in a suspense file sequenced by location, pending receipt of property.

(10) Upon receipt of sufficient quantities of each item ordered from project depot, the reorder card(s) will be pulled and forwarded to the bench stock storage area with the property for binning.

(11) Binning will be accomplished by warehouse personnel.

(12) When a bin location is empty, the customer will prepare a "bench stock zero balance card" and hand carry the card to the customer service counter of Unit Supply.

(13) Customer service will screen the bench stock suspense file to confirm whether a requisition exists.

(14) Should a requisition exist and the customer has a priority requirement for a specified amount to accomplish this task, he will be asked to prepare a DD Form 1150 with required date and article/unit work is to be accomplished on.

(15) The DD 1150 will be processed as a priority request with a "T" document number assigned.

(16) If a requisition does not exist, the zero balance card will be forwarded to the records section for review against the established bench stock list.

(17) If the item does not appear on the bench stock list, Tac Maintenance will be requested to establish a 30-day level and requisition action will be initiated.

b. Avionics/Commo:

(1) Avionics/Commo bench stock will be monitored by their supply representative.

(2) Requirements will be submitted to Unit Supply on a DD Form 1150 listing five line items per document.

(3) A control number will be assigned to each line item from the bench stock register.

(4) After requisitioning to the project depot has been initiated, the DD Form 1150 will be returned to the requestor.

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Reg 67-9

21 October 1969

Supply

COLOR CODING OF MOBILITY CONTAINERS

This regulation standardizes the painting of all mobility containers and facilitates the identification of each container by the use of color and alpha/numeric codes. This standard system will enable personnel to sort property, check manifests, and onload and offload aircraft expeditiously.

1. Responsibility.

a. The Director of Materiel is responsible for the overall implementation of this regulation.

b. Each section supervisor is responsible for compliance with this regulation.

2. Procedures.

a. All containers will be painted Dorsey Blue.

b. The correct gross weight, net weight, dimensions, cube, and section manifest number will be marked on the top and ends of each container as shown in Attachment 1.

c. All containers will be identified and color coded on two opposing corners as indicated in Attachment 1.

d. Those sections assigned a two-color identification code will indicate both colors, using a one inch inner line as shown in Attachment 1.

e. Color codes will not be used on containers which will remain at destination. These containers will be handled as a special group and

Supersedes WRSP-IV Reg 67-9, 14 Feb 69. (For summary of revised, deleted, or added material, see signature page.)


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controlled by properly marking the manifest. Each container must be marked with descriptive data and a manifest number in accordance with paragraph 2b above.


Commander

1 Atch
Color Code Assignments

STATINTL

Summary of revised, deleted, or added material

Gross weight, net weight, and dimensions added paragraph 2b. Organizational designation changed.

STATINTL

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

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Reg 67-10

24 March 1972

Supply

PROPERTY RESPONSIBILITY - SLOE EQUIPMENT

This regulation outlines procedures for maintenance and control of equipment authorized on the SLOE (Special List of Equipment) Authorization Listing. It further supplements the provisions of Project Directive 45-13, Public Law 10, USC 9832 and AFR 67-10 regarding responsibilities for protection of government property.

1. Responsibilities. These instructions apply to all supervisors and their designated custodians. The Chief of Supply will insure compliance in order to account for equipment issued to or returned from custodians.

2. Procedures.

a. The section supervisor will:

(1) Request establishment of equipment accounts through Unit Supply as necessary to insure that equipment in his function is properly controlled.


(2) Appoint a primary custodian and two alternates who are authorized to receipt for equipment and submit their names by letter to Unit Supply. Equipment will be issued only to those named individuals.

(3) Review SLOE Change Requests for validity.

(4) Perform surveillance over equipment to insure that it receives proper maintenance and is utilized for its intended purpose.

(5) Appoint a replacement custodian to relieve the primary custodian of responsibility for his account. Unit Supply will be provided as much advanced notification as possible but not later than 45 days prior to date of departure of custodians who are being transferred from this organization. Alternate custodians will be replaced as necessary.

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Superseded  Reg 67-10, 20 Oct 69. (For summary of revised, deleted or added material, see signature page.

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b. The primary custodian will:

(1) Maintain the equipment custody receipt listing provided by Unit Supply in a current status at all times.

(2) Keep alternate custodians abreast of transactions affecting his account and insure that they are aware of Unit Supply procedures for controlling equipment.

(3) Receive and verify the accuracy of all transactions affecting his account. Immediately notify Unit Supply of any discrepancies noted.

(4) Insure by spot check and periodic inventory that all property in his possession or under his jurisdiction is properly charged to his account. Take appropriate action to effect settlement for missing or damaged items.

(a) Quantity or item discrepancies will be adjusted by submitting AF Form 85, Inventory Adjustment Voucher (IAV), to Unit Supply.

(b) DD Form 200, Report of Survey, will be processed when evidence indicates that property was lost or damaged through gross negligence or when AF Form 85 has been disapproved.

(5) Process a SLOE Change Request to Unit Supply to transfer equipment to another custodian and to drop accountability of it. The gaining custodian will also process a SLOE Change Request to establish accountability of the equipment on his account. These actions will always be taken in lieu of loaning items when the loan period is expected to exceed 90 days.

(6) Follow the procedures of Regulation 67-3 to request issue of equipment.

(7) Insure that a SLOE Change Request accompanies all equipment being turned in to Unit Supply for "replacement" purposes or when the item is "no longer required" and reduction or deletion of authorization is desired.


(8) Insure that an DD Form 1149, Shipping Document, is prepared on all equipment shipped through Unit Supply for "repair and return" or when the items are to be loaned to an activity external to this organization. A copy of the DD Form 1149 will be signed by a Unit Supply representative and placed in suspense by the custodian pending return of the equipment.

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(9) Prepare and maintain a listing of equipment shipped to deployment sites. A copy of the manifest or shipping document will be filed in suspense pending return of the items.

(10) Assist Unit Supply in conducting the annual inventory. Immediate action will be taken to correct discrepancies. A SLOE Change Request will be prepared to authorize or turn in excess equipment. A thorough search will be performed by the custodian to locate missing property. If the equipment is not located the procedures of para 2b(4) will apply.

(11) Conduct a joint inventory with the gaining primary custodian when it is desired to be relieved of custodial responsibility due to transfer, separation from the organization, etc. For complex accounts, the assistance of Unit Supply may be obtained in the inventory, but it should be remembered that the property count of the gaining custodian will take precedence over the losing custodian. It is also of utmost importance to notify Unit Supply with advanced notification when a replacement custodian is required (ref para 2a(5) above).

STATINTL

(12) Primary custodians will retain responsibility for equipment on their account until relieved by Unit Supply.


Commander

Summary of revised, deleted or added material

Supervisory responsibilities for protection of government property added. Unit Supply procedures deleted/updated. Custodian responsibilities explained in greater detail.

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Reg 67-12

7 October 1969

Supply

RECEIVING AND SHIPPING

STATINTL

The purpose of this procedure is to control all incoming and outgoing property from [REDACTED] with proper documentation. This will expedite payments, credits, and control of critical and classified assets, and insure proper accountability.

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1. Policy. It is the policy of this organization that all deliveries to [REDACTED] will be made to the rear door of supply warehouse, Building [REDACTED]. It is also policy that all shipments from this organization will originate in the supply section warehouse, with certain exceptions as described below.

2. Responsibility. All directors will be responsible that their staff and subordinates comply with instructions outlined herein.

3. Procedures.

a. Receiving.

(1) Trucks from Base Transportation will be directed or escorted to the rear door of the supply warehouse.

(2) Trucks from Chief of Supply (Base Supply) with delivery destination G-36 will be escorted or directed to supply warehouse. All property with delivery destination G-37 will be directed to hangar 2 (Support Maintenance). Delivery personnel from Base Supply have knowledge of each delivery code and delivery destination.

STATINTL

(3) Deliveries from contractors, vendors or jobbers will be detained at Post #2 for subsequent direction or escort to Building [REDACTED]. Exceptions follow: Deliveries of purchase requests via UPS (United Parcel Service) and janitorial supplies will continue to be delivered to Post #2 for applicable person or section. Deliveries after normal duty hours, weekends, or holidays will continue to be left at Post #2 for unit supply pick-up ONLY. Release of this property may be authorized only by Chief of Supply or his designated representatives. Current list of representatives will be maintained at Post 1 and 2.


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 Reg 67-12

(4) Receipts for shipments via air freight: Receipts for shipments via air freight will be picked up by supply at destination airport. Supply will dispatch a truck when notified by carrier that a parcel for this activity is on hand or a message is received giving firm itinerary. These pickups will be scheduled based on the urgency of the requirement and will be consolidated whenever possible.

b. Shipping.

(1) Sections having property for shipment to any other location will turn the property into supply on DD Form 1150-1 (3 copies) citing stock number, description, authorization for shipment, security classification, and date required at destination. It is the sections responsibility to package and crate property for shipment.

(2) From the information on the Form 1150-1, supply will determine the mode of shipment, and initiate property pass procedures IAW  205-11. Message traffic will be originated by supply on all movements of property except routine reparable shipments to project depot and routine shipments to 

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Commander

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TAB

25X1C

25X1A

CONFIDENTIAL

Reg 77-1

12 April 1972

Motor Vehicles

UTILIZATION AND CARE OF OFFICIAL VEHICLES

This regulation establishes procedures and responsibilities in the utilization and care of all official motor vehicles assigned to this Group.

25X1C



25X1A

2. Vehicle Maintenance Responsibilities

a. The NCOIC of Vehicle Maintenance will schedule all periodic, safety, lubrication and special inspections. This will be accomplished by notifying and coordinating with the user sections. Any deviation from the schedule must be coordinated and approved by the NCOIC of Vehicle Maintenance.

b. Vehicle Maintenance is the only contact point between the user/operator and Main Base repair facilities. (This includes all services except credit card purchases and refueling vehicles handled by the POL personnel.)

c. Vehicle Maintenance will be responsible either for accomplishing necessary repairs or routing the vehicles to a facility capable of accomplishing repairs necessary to keep the vehicle in a serviceable condition. On the road purchases and/or repairs will be coordinated with Vehicle Maintenance

25X1A

Supersedes Reg 77-1, 22 April 1972. (For summary of revised, deleted, or added material, see signature page.)
OPR: D/SPT

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Reg 77-1

after return to the group area so necessary information may be recorded for operating costs data.

3. Vehicle User/Operator Responsibilities

a. The supervisor of the using section assumes property responsibility for the vehicles assigned for his section's utilization. This will include safeguarding the vehicle and reporting of vehicle deficiencies. It is mandatory that the user/operator advise Vehicle Maintenance of any suspected or known defects so that repairs may be accomplished.

b. Even though this regulation establishes maintenance requirements, it is still the driver's or operator's responsibility to insure that everything is satisfactory and the vehicle appears to be in a safe operating condition. Acceptance of a vehicle without recording and reporting deficiencies constitutes acceptance of responsibility for any existing deficiencies or damage.

c. Often it is necessary to switch around the use of vehicles between Directorates to meet required official transportation demands. Likewise, it is often necessary that vehicles be used for long-distance and overnight trips. In these instances, the Director of Support, ~~the~~ the NCOIC of Vehicle Maintenance, ^{OR THE CAR POOL COORDINATOR (PERSONNEL OFFICE)} will designate the vehicles to be used. It will be necessary, therefore, for each Director to advise the Director of Support, ~~the~~ the NCOIC of Vehicle Maintenance, ^{OR THE CAR POOL COORDINATOR} of each long-distance or overnight transportation requirement. This point cannot be over-emphasized for failure to do so can result in transportation shortages and other difficulties.

4. Operation (Maintenance)

a. Vehicle Maintenance will review vehicle mileage/hour record monthly and furnish the base Vehicle Maintenance Data Collection Unit sufficient information so a machine run listing may be made. As vehicles are scheduled for maintenance each user will be notified and arrangements made to have the necessary inspection/repairs accomplished.

b. Vehicle Maintenance will provide minor maintenance or parts replacement at time of discovery for such items as: lights, mirrors, gas caps, windshield wipers, etc., and make on the spot repairs to prevent additional damage to the vehicle.

c. Upon receipt of a vehicle due for maintenance the

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AFTO Form 374 will be reviewed by maintenance for deficiencies and the driver debriefed for malfunctions. A general visual inspection will be accomplished and any additional items will be added to the AFTO Form 374 by Vehicle Maintenance personnel.

5. Operation (User/Driver)

a. The entire concept of this regulation begins with the vehicle operator. He must be on the alert to detect malfunctions during operations and report discrepancies to the Vehicle Maintenance personnel at time of discovery or when the urgency demands. He must inspect and/or insure operation of following:

- (1) Fuel/oil/coolant level
- (2) Battery fluid level
- (3) Tire pressure
- (4) Horn
- (5) Mirrors
- (6) Service and Emergency brakes
- (7) Steering (looseness, bind, travel, pull, etc.)
- (8) Windshield wipers
- (9) All other safety devices
- (10) Gages (gas, oil, temperature, amp, speed, etc.)

b. Any deficiency must be recorded on AFTO Form 374 and the "Remarks" column should reflect specific deficiencies, e.g., generator not charging, right headlight out, brakes pull, horn inoperative, etc.

c. In addition the vehicle user/operator will be responsible for:

(1) Removal and replacement of wheel assemblies (flat tires) as necessary and the delivery of flats to the Vehicle Maintenance shop for repairs.

(2) Vehicle cleaning will be the responsibility of the user/operator. Material and equipment are located behind the Vehicle Maintenance shop. Vehicle washing will be accomplished by temporary hire employees when available and will be scheduled by Vehicle Maintenance.

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6. Transportation to and from [REDACTED]

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a. Headquarters approved the utilization of the Group's official vehicles to transport those civilian employees who reside in [REDACTED] to and from work. This mode of travel will henceforth be referred to as car pools.

b. Four official vehicles (station wagons) will be used for this service. During the day these same vehicles will be used by various group components to meet the official transportation requirements of the group.

c. Those employees working an after-duty shift such as the Signal Center Communicators as well as Security and Avionics personnel must arrange late transportation through the ~~NGOIC of Vehicle Maintenance~~ immediately after notification of such work. *A CAR Pool Coordinator*

d. Reimbursement for the use of official vehicles as car pool transportation will be at the rate of \$0.30 each one-way trip between work and residence, not to exceed \$3.00 per week.

e. By the tenth (10th) working day of each month, those employees who participate in the car pool program will make the appropriate reimbursement to the Finance Officer (see attachment 1) for the number of rides utilized for the preceding month.

7. Designation of Riders and Car Pool Captains

a. The Director of Support or the ~~NGOIC of Vehicle Maintenance~~ *CAR Pool Coordinator*, will, in coordination with individuals concerned, assign the riders for the various car pools and designate car pool captain for each pool vehicle.

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b. Car pool captains will ensure that pool vehicles depart [REDACTED] in sufficient time to arrive at work promptly by 0730 hours. Pool vehicles will not leave [REDACTED] for [REDACTED] prior to 1600 hours on regular work days.

c. Car pool captains will be responsible for arranging with other car pool captains for double-up rides whenever an official vehicle is not available for car pool use. Should further arrangements be necessary, the ~~NGOIC of Vehicle Maintenance~~ *CAR Pool Coordinator* must be contacted for assistance.

8. Vehicle Abuse.

a. Vehicles will be maintained in top operating

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Reg 77-1

condition at all times. This begins with care, cleanliness, and judgment the individual uses in his daily operations. If the operator does not perform his required duties and a malfunction occurs, abuse may be assumed as the cause of the malfunction.

b. Vehicle Priority. The following vehicles are identified for priority purposes and will be maintained in the best condition possible at all times. All other vehicles will be maintained according to established standards with a minimum of expense and labor expended. There are designated general purpose cargo vehicles available to preclude the use of passenger type vehicles for heavy cargo hauling.

- (1) Commander
- (2) Life Support
- (3) Operations
- (4) Medical Staff
- (5) Tactical Maintenance
- (6) Materiel
- (7) Communications
- (8) Security
- (9) Support

25X1C

9. Insurance Coverage. As Government-owned property, vehicles do not carry commercial insurance coverage. The Government is its own insurer of such property and damage and accident claims will be handled and processed pursuant to established Federal regulations.

10. Personal Usage. Personal usage of official vehicles will not be permitted.

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Reg 77-1

Commander

25X1A

1 Atch

Car Pool Collective Form

Summary of revised, deleted, or added material

~~CHANGED PARAGRAPHS 3c, 6c, 7a and 7c.~~
~~Title changed. Reference to Commander's vehicle deleted~~
~~(para 1). DD Form 1358 changed to AFPO 374 (para 4c and~~
~~5b). Arrangement for late transportation changed (para~~
~~6c). Reimbursement for car pool transportation changed~~
~~(para 6d). Para 9 and 10 added.~~

SECRET

25X1A

Reg 77-1

SECRET (When Filled In)

CAR POOL COLLECTIONS

PERIOD: _____ TO: _____

NUMBER OF WORK DAYS IN PERIOD: _____

MAXIMUM CHARGE FOR FULL PARTICIPATING DURING PERIOD: \$ _____

<u>NAME</u>	<u>NUMBER DAYS UTILIZED</u>	<u>AMOUNT @ .60¢/DAY</u>	<u>SIGNATURE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Individuals whose signatures appear above thereby certify that they have participated in Car Pools and made appropriate reimbursement to Station Finance as indicated.

Station Finance Officer hereby acknowledges receipt of funds as stated above:

Finance Officer

Date

SECRET

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Reg 77-2

22 April 1971

Vehicles

STATINTL

PERSONAL USE OF VEHICLES

STATINTL

This regulation establishes procedures and responsibilities governing the personal use of vehicles.

STATINTL

1. Scope. These instructions apply to all vehicles used by this activity either Air Force identified or those officially registered in the name of the [REDACTED] bearing [REDACTED] license plates. STATINTL

2. Responsibilities. The Director of Support in coordination with the Directorates to which vehicles are assigned, will administer the control of the intended personal use in an effective and equitable manner.

STATINTL

3. Procedures.

a. Personal use of Air Force identified vehicles is governed and controlled by procedures outlined in AFM 77-1. Vehicles assigned to this activity on a permanent recurring basis may be used under certain circumstances by [REDACTED] military personnel for personal reasons. The conditions and limitations established in AFFTCR 77-1 permits use of cargo type vehicles for house or grounds beautification and movement of furniture from government storage to quarters and quarters reassignment moves only. Movement of items procured from vendors or sold by the military member and delivered to the buyer is prohibited. The following restrictions are further placed on these vehicles.

(1) May not be kept in housing area overnight.

(2) Dependents or non-[REDACTED] personnel may not ride in these vehicles. STATINTL

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b. Personal use of [REDACTED] registered vehicles is

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Supersedes [REDACTED] Reg 77-2, 23 Oct 1969. (For summary of revised, deleted, or added material, see signature page.)
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permitted by all [REDACTED] personnel on a reimburseable basis as outlined in Organization regulations. Personal use of these vehicles will not interfere with nor disrupt the mission of this activity. Any Group function automatically cancels proposed personal use of the vehicle without recourse. Reimburseable rates for personal use of the vehicle will be 10¢ per mile for military personnel and 12¢ per mile for civilian. Reimbursement will be made to the member for those expenses incurred while using the vehicle, except those expenses involving accidents or vehicle abuse/misuse.

c. Those sections to which both Air Force identified and official vehicles are assigned will administer the control of intended personal usage in an effective, equitable manner, remembering they are not operating a vehicle rent or loan business but administering a privileged condition, not a right.

d. Vehicles will be cleaned by the person using the vehicle prior to its return to the section.

e. Disposition of the Vehicle Control Records will be made to the Vehicle Maintenance Section after they are completed and maintained in suspense file in that office for a one year period.

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Commander

Summary of revised, deleted, or added material
Term quasi-personal (QP) deleted (para 1, 3b and 3c).

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NOTICE OF RESCISSION

STATINTL

Reg 77-2

28 January 1972

Vehicles

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STATINTL

PERSONAL USE OF VEHICLES

Reg 77-2, 22 April 1971, is rescinded. This notice of rescission is automatically rescinded upon receipt of the next edition of Reg 0-2.

Commander

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Reg 77-2

23 October 1969

Vehicles

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PERSONAL USE OF [REDACTED] VEHICLES

STATINTL

This regulation establishes [REDACTED] procedures and responsibilities governing the personal use of vehicles.

1. Scope. These instructions apply to all vehicles used by this activity either Air Force identified or quasi-personal (QP) assigned.
2. Responsibilities. Directorates to which the quasi-personal vehicles and Air Force identified vehicles are assigned will administer the control of the intended personal use in an effective and equitable manner.
3. Procedures.

STATINTL

a. Personal use of Air Force identified vehicles is governed and controlled by procedures outlined in AFM 77-1. Vehicles assigned to this activity on a permanent recurring dispatch may be used under certain circumstances by [REDACTED] Military personnel for personal reasons. The conditions and limitations established in AFFTCR 77-1 permits use of cargo type vehicles for house or grounds beautification and movement of furniture from government storage to quarters and quarters reassignment moves only. Movement of items procured from vendors or sold by the Military member and delivered to the buyer is prohibited. The following restrictions are further placed on these vehicles:

(1) May not be kept in housing area overnight.

STATINTL

(2) Dependents or non-[REDACTED] personnel may not ride in these vehicles.

b. Personal use of quasi-personal (QP) vehicles is permitted by all ATTG personnel on a reimburseable basis as outlined in HR 22-14. Personal use of these vehicles will not interfere with nor disrupt the mission of this activity. Any Group function automatically cancels proposed personal use of the vehicle without recourse. Reimburseable rates for personal use of the vehicle will be 10¢ per mile for military personnel and 12¢ per mile for civilian. Reimbursement will be made to the member for those expenses

Supersedes WRSP-IV Reg 77-2, 17 Jun 68. (For summary of revised, deleted, or added material, see signature page.)

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Reg 17-2

incurred while using the vehicle, except those expenses involving accidents or vehicle abuse/misuse.

c. Those sections to which both the Air Force identified and quasi-personal (QP) vehicles are assigned will administer the control of intended personal usage in an effective, equitable manner, remembering they are not operating a vehicle rent or loan business but administering a privileged condition, not a right.

d. Vehicles will be cleaned by the person using the vehicle prior to its return to the section.

e. Disposition of the Vehicle Control Records will be made to the Vehicle Maintenance Section after they are completed and maintained in suspense file in that office for a one year period.

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Commander

Summary of revised, deleted, and added material

Initive reorganization updated. Format updated to conform with AFM 5-1.
Organizational designation changed.

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Reg 77-3

14 October 1969

Motor Vehicles

REPAIR OF PRIVATELY OWNED VEHICLES

This regulation establishes procedures and responsibilities for using the Vehicle Maintenance Shop for working on privately owned vehicles.

STATINTL

1. Policy. Due to the lack of an auto hobby shop capability, the personnel of [REDACTED] are authorized to use the Group's Vehicle Maintenance Shop for work on privately owned vehicles (POV's). Its use is considered to be a privilege which can be withdrawn if misuse occurs. All personnel are advised that work on POV's has last priority and will in no way be allowed to interfere with the primary purpose of the shop.

2. Responsibilities and Procedures:

a. The Vehicle Maintenance Shop will be available to Group personnel for work on POV's from 1600 hours Friday until 0700 hours the following Monday, and also from 1600 hours the day before a holiday until 0700 hours the day after a holiday.

b. Work will be permitted by appointment only. Reservations will be made between 1200 and 1500 hours the day preceding the weekend or holiday on a first come first serve basis. Under no circumstances will anyone work on POV's in the Shop without a reservation. Also, the person making a reservation will be required to contact the Vehicle Maintenance supervisor for a briefing prior to using that facility.

c. The shop is to be used only by personnel assigned to [REDACTED] to work on cars owned and/or registered in their name. No other personnel are authorized use of this facility.

STATINTL

d. The supervisor of the Vehicle Maintenance Shop will inform the security guards prior to weekends or holidays of all reservations for use of this facility. The information will include the names of all personnel with reservations and the time of intended use of the shop.

Supersedes WRSP-IV Reg 77-3, 1 Nov 67. (For summary of revised, deleted, or added material, see signature page.)

OPR: D/SPT

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Reg 77-3

e. The person who has made a reservation will check in with the security guards on the day of his reservation to pick up the keys for the shop. That person will subsequently make certain that the facility is secured and keys returned to the security guards after use.

f. Repair of POV's is limited to those functions that can be accomplished using only the stall adjacent to the office. Use of the lift rack is prohibited except when the Vehicle Maintenance supervisor is present.

g. Use of Government tools and equipment is restricted to jacks, jack stands, workbenches, and the like. Hand tools and other special shop equipment will not be available for use.

h. All safety precautions such as proper ventilation during engine operation and use of safety stands for vehicles on jacks will be observed at all times.

i. A limited assortment of nuts, bolts, and washers are available, plus cleaning solvent; however, all spare and replacement parts must be furnished by the owner.

j. Good housekeeping practices will be observed at all times. Personnel using the facility will make certain the shop and latrine areas are cleaned up after use. Cleaning materials, brooms, etc., are available for this purpose.

3. Compliance with all foregoing procedures is necessary to assure continued use of this facility for work on POV's.

Commander

STATINTL

Summary of revised, deleted, or added material

Entire regulation updated. Format updated to conform with AFM 5-1.
Organizational designation changed.

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Reg 77-4

29 June 1973

Motor Vehicles

AUTOMOTIVE GREASE PIT

This regulation establishes the procedure and responsibilities regarding the use of the automotive grease pit.

1. Policy. The provisions of this regulation are applicable to all squadron personnel, and will be complied with by individuals using the facility.

2. Responsibilities and Procedures.

a. A ground-level concrete automotive grease pit is available for use by all squadron personnel.

c. There is equipment in place at the pit such as: a container to catch oil in, a barrel to place used oil in, and a trash container for used filters, oil cans and trash in general.

d. Individuals will thoroughly clean up the area after using the pit. Used oil will be disposed of by pouring in the barrels provided. Under no circumstances will used oil be allowed to drain out into the pit area, be poured on the concrete slab, or on the ground in the surrounding area. When trash barrels are full, or oil barrels, contact Extensions 24, 25 or 28.

e. This is the only place within the squadron area that will be used for changing oil in motor vehicles.

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Summary of revised, deleted, or added material
Changed paragraphs 2c and 2d.

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Supersedes Reg 77-4, 23 Sep 69

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Reg 92-1

5 November 1969

Fire Protection

FIRE SAFETY - SMOKING AND PARKING

This regulation establishes procedures for implementing fire prevention practices.

1. Policy. All personnel assigned to [REDACTED] will insure strict compliance with existing fire and parking regulations. Due to the inherent dangers existing at this base it is imperative that extreme caution be exercised at all times. A monthly inspection by [REDACTED] Fire Protection Division will be conducted and all discrepancies noted.

2. Responsibilities. It shall be the responsibility of each section chief to insure that all employees under his supervision are aware of existing regulations and that they observe good fire protection practices. Section chiefs are responsible for correcting all deficiencies noted in the monthly fire inspection.

3. Procedures.

a. Smoking Regulations: Smoking is prohibited at all times within the hangars (excluding office space areas), POL tank farm, motor pool gasoline storage and pump areas, around aircraft, and any other areas prohibited by Base regulations, and other applicable fire and safety regulations.

b. Parking: Parking is permitted only in designate approved areas. Instances when vehicles are necessary to launch, recover, or service aircraft, applicable Air Force safety regulations will be followed. Vehicles not absolutely assential to the launch aircraft will not be parked closer than 50 feet of any aircraft.

c. Electrical Equipment: Electrical equipment will meet UL/USAF safety standards. Electrical equipment not meeting these safety standards will not be installed or used.

Supersedes WRSP-IV Reg 92-1, 24 Jul 69. (For summary of revised, deleted, or added material, see signature page.)


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 Reg 92-1

d. Housekeeping: Each section chief will insure that personnel within his section practice good housekeeping in order to reduce potential hazards to a minimum.

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Commander

Summary of revised, deleted, or added material

Entire regulation updated. Organizational designation changed.

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Reg 100-2

12 March 1974

Communications-Electronics Activities

GROUND-BASED RADIO COMMUNICATIONS SERVICES

This regulation defines responsibilities, authorities, and procedures governing the development and employment of ground-based radio communications services.

1. Policy. Judicious management of radio-communications facilities is needed to obtain the effective discharge of group commitments. The peculiar nature of group activities suggests the necessity for exceptionally careful evaluation of radio-communications requirements and the establishment of restrictive measures governing the use of approved systems. Ground-based radio communications systems are particularly susceptible to misuse in the absence of stringent controls, and special care must accordingly be taken to obtain the necessary management and continuing control.

2. Responsibility.

a. The Commander is responsible for the establishment and performance of radio communications services needed to meet group requirements.

b. The Communications Officer is responsible for the development and submission of programs, technical standards, and operational criteria covering all aspects of group radio communications as they concern ground-based activities. Where both ground-based and airborne requirements are involved with a particular radio-communications service, this responsibility will be shared with the office having cognizance over the airborne elements of the complete system. The Communications Officer is further responsible for effective radio communications services.

3. Authority. The Communications Officer is authorized to act for the Commander in the establishment of any and all standards necessary to the effective development, implementation, and use of ground-based radio communications services, subject to supervision

STATINTL

Supersedes [REDACTED] Reg 100-2, 13 Oct 67. General update.
OPR: COMM
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STATINTL

Reg 100-2

and direction as deemed appropriate by the Commander. The Communications Officer will be governed in the establishment of these standards, (1) by published legal and operational criteria applicable to the particular services and, (2) by command guidance.

4. Procedures.

a. Group elements which envision the need for ground-based radio communications services of any type are required to submit their proposals to the Communications Officer for review and coordinated development. These submissions must include appropriate justification of the requirement, together with reasonably detailed outlines of the facilities to be served.

b. Insofar as practical, the Communications Officer and his staff will anticipate requirements for ground-based communications services and prepare appropriately developed proposals to accommodate these needs.

c. New requirements will be incorporated into existing services wherever possible, with shared service encouraged. Any program developed which provides for additional procurement or new systems must include a detailed justification by the Communications Officer of the fiscal and/or operational aspects involved.


d. Subject only to approval by the Commander, the Communications Officer and his staff will provide for the timely and effective installation and continuing operating instructions, necessary training, maintenance, etc., will be arranged and provided by the Communications staff. The Communications Officer will monitor the program as a whole, effecting modifications or revisions as necessary to ensure satisfactory performance and proper utilization of assets.

e. The Communications Officer and his staff will periodically review each program with a particular view toward the need for continued existence of the program. Special effort will be made during these reviews to reduce or eliminate those aspects of any program which prove superfluous as the result of continuing developments. Where possible, reduced programs will be redeveloped to obtain optimum efficiency within the total volume of radio communications and equivalent services available to the group.

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 Reg 100-2

f. Group notices and/or other appropriate media will be used to disseminate information pertaining to the availability of ground-based radio communications services and procedures governing their use. These disseminations will ordinarily be released only after coordination with the Communications Officer.


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Reg 127-1

1 June 1970

Safety

ACCIDENT/INCIDENT REPORTING

This regulation establishes the general policies and procedures which will be followed by all personnel involved in the reporting of accidents/incidents.

1. References:

- a. Headquarters Directive 50-10-20, 25 August 1969.
- b. AFR 127-4, 18 July 1969, as amended.
- c. Message, IN 41170, 17 March 1970.

2. Accidents/incidents will be brought to the attention of the Commander, Deputy Commander, or acting commander as soon as possible following occurrence. Determination of what constitutes a reportable incident must initially be made by the first supervisor becoming aware of the circumstance, and subsequently by the appropriate director. If any doubt exists, notification of the Commander will be made day or night without regard for the hour.

3. Rapid notification of the Commander is desirable, but will not jeopardize timely forwarding of information to higher headquarters via phone or message when deemed appropriate. Directors, their alternates, and duty officers, are authorized to release information should notification problems be encountered.

4. Telephonic reports will be made with due regard for security and need only be factual and concise. Phone calls will be followed by a preliminary message report and as many supplemental message reports as needed to provide complete data. Messages will follow the AFR 127-4 format (Atch 1). Only applicable line items need be included and the preliminary message, using "Flash" precedence, should follow initial telephonic calls with minimum delay. Headquarters will be the only addressee. The communications standby will be utilized as required to complete these actions during non-duty hours.

5. Copies of Attachment 1 will be maintained in the Command Post and readily available in the Directorates. Initial duty hour telephonic notification will


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 Reg 127-1

be made to the Headquarters Control Center. After duty hours calls will use a current listing based upon Reference c. The listing is available to all potential Duty Officers through the Orderly Room.


Commander

1 Attachment
AFR 127-4 Format

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Message Title: [REDACTED]

Precedence: FLASH

Reg 127-1

ACCIDENT/INCIDENT REPORTING (AFR 127-4 FORMAT)

Subject: _____
(TYPE EQUIPMENT) (ACCIDENT/INCIDENT) (PRELIM/OR SUPP NO.)

1. (Date and local time of occurrence)
2. (Location of occurrence)
3. (Equipment model and serial number)
4. (Home station of equipment)
5. (Damage classification - major/minor/accident/incident - man hours for repair)
6. Identification of pilot/operator and degree of injury - safety and survival equipment used)
7. (Identification of other crew members - degree of injury - safety and survival equipment used)
8. (Identification of PAX - degree of injury - safety and survival equipment used)
9. (Aircraft mission, type clearance, T.O. time, destination, duration of flight)
- 10.. (Phase of operation - preflight, T.O., periodic inspection, etc)
11. (Narrative of facts and circumstances leading up to occurrence)
12. (Weather at time and place of occurrence)
13. (Known or suspected cause factors)
14. (Known or suspected materiel deficiency)
15. (Other property damage or personnel injury)
16. (Additional info)
 - A. (Preventive action taken or contemplated)
 - B. (Disposition of equipment/wreckage)
 - C. (Date FAA notified)

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Reg 127-1

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- D. (Violation)
- E. (Classified material on board)
- F. (News release status)
- G. (Other pertinent info)
- 17. (Cognizant official and phone number)

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Reg 127-2

20 March 1972

Safety

SAFETY COUNCIL/ACCIDENT PREVENTION PROGRAM

This regulation authorizes the formation of an [REDACTED] Safety Council, establishes the composition of the council, and defines the duties, responsibilities and authority of the council. STATINTL

1. Policy. The Commander has at his disposal all the necessary resources for conducting an effective accident prevention program. Success depends upon how well these resources are utilized. One successful method of implementing an effective accident prevention program is the establishment of a Safety Council at the local unit level. The council is not to be relegated to the status of an administrative or reviewing agency but will have authority to develop and recommend positive courses of action. As accident potentials are disclosed, a coordinated effort will be made by all agencies concerned to resolve the problem, and immediate corrective action initiated by the Commander.

2. Responsibilities.

a. Accident prevention is a personal responsibility of the Commander. He must be certain that his staff is making every effort to conduct an accident-free operation.

b. Staff officers and supervisory personnel are responsible for exposing potentially hazardous areas and through the actions of the Safety Council, initiate corrective action before accidents result.

c. The Flying and Ground Safety Officers are responsible to assist and advise the Commander in developing the accident prevention program and for the details of its administration. The Flying Safety Officer will also function as the overall Unit Safety Officer for purposes of coordination and to provide a focal point for safety-related activities. In addition, he will insure that appropriate records of Safety Council Meetings and actions are maintained.

STATINTL

Supersedes [REDACTED] Reg 127-2, 28 May 71 (For summary of revised, deleted, or added material, see signature page).

OPR: OPS

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Reg 127-2

d. It is the responsibility of all assigned personnel to bring obvious or potentially hazardous conditions to the attention of supervisors.

3. Procedures.

a. The Safety Council will be composed of the Commander, Director of Operations, Director of Materiel, Director of Life Support, Director of Support, Flying Safety Officer, Ground Safety Officer, Unit Fire Marshall and one Project Pilot designated by the Director of Operations.

b. Each Directorate will maintain a current Safety Survey Checklist as appropriate to it's activities. Monthly self surveys will be conducted using all or a portion of the checklist depending upon the complexity of the basic function. Results will be recorded and kept on file. Deficiencies and corrective actions will be discussed at the monthly Safety Council Meeting.

c. The council will meet the first Monday of each month, immediately following the Commander's staff meeting. Special meetings of the council will be convened as necessary.

Commander

STATINTL

Summary of revised, deleted, or added material

Establishes Flying Safety Officer as overall unit Safety Officer (para 2c). Adds Unit Fire Marshall as Safety Council Member (para 2d). Establishes requirement for Directorates to maintain checklists, conduct and document monthly surveys (para 3b).

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Reg 127-3

16 August 1971

Safety

PERSONNEL NOTIFICATION OF AN AIRCRAFT
ACCIDENT/INCIDENT/AIRBORNE EMERGENCY DURING DUTY HOURS

STATINTL

This regulation establishes the general policies and procedures which will be followed by [REDACTED] personnel.

1. Personnel witnessing an aircraft accident/incident will notify the Command Post immediately giving pertinent details.
2. The Duty Officer will make a preliminary notification of the accident/incident over the P. A. System stating appropriate information and general area of the accident/incident. Personnel not involved in rescue, recovery, photo, etc., type operations remain clear of the area. The Duty Officer will then notify by telephone those directorates listed on the aircraft emergency checklist located in the Command Post.
3. A known airborne emergency will also be announced, if appropriate, and the general guide lines as specified in number two (2) above will be followed depending on the circumstances of the emergency.

[REDACTED]
Commander

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Reg 127-4

4 January 1972

Safety

CONTROL OF TRAFFIC IN THE RUNWAY AREA

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This regulation establishes the general policies and procedures to be followed by all personnel requiring access to the [REDACTED] runway area and those involved in controlling access to the runway area.

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1. Policy. The inherent dangers of personnel and vehicular traffic operating on or near an aircraft landing area are obvious. The nature of the local mission requires occasional changes and additions to the published flying schedules. In addition, aircraft from other organizations occasionally use the [REDACTED] runway; this traffic is not included in [REDACTED] flying schedules. Because of these factors, only the Operations Section is aware of the nature and extent of local air traffic, and only the Operations Section has facilities for controlling this traffic. It is therefore necessary that personnel and vehicular traffic on and near the runway be controlled by the operations section.

2. Responsibilities.

a. Section chiefs are responsible for insuring that all personnel in their sections comply with the provisions of this regulation.

b. All assigned/attached personnel are responsible for compliance with the provisions of this regulation.

3. Procedures.

a. Normal duty hours

(1) All personnel requiring access to the runway, runway overruns, or any area near the runway will first obtain permission from the Operations Duty Officer. The Duty Officer must be advised of the type of work to be accomplished and the approximate length of time required.

(2) The Duty Officer will advise the Main Base control tower, close the runway or provide a UHF-equipped escort vehicle, as appropriate.

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Supersedes [REDACTED] Reg 127-4, 29 Sep 71. (For summary of revised, deleted, or added material, see signature page).

OPR: Ops

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Reg 127-4

(3) When an escort is not provided, personnel will notify the Duty Officer immediately when entering and after departing the runway area.

(4) Normally, only the mobile control and LAC maintenance vehicles will be driven on the hard surface area bounded by the runway lights.

b. Other than normal duty hours

STATINTL

(1) During other than normal duty hours when an Operations Duty Officer is not available and access to the runway is required, the guard at post #1 will be notified as in para 3a(1) above. The guard will then advise the Main Base control tower that runway is closed, time period, etc., as appropriate. After the activity (towing, etc.) is completed, and the runway is again available for use, the guard will so advise the Main Base control tower.

c. All personnel should be aware of the possibility of unannounced landings by civilian aircraft. Therefore, even after proper clearance onto the runway, personnel must remain alert and be prepared to take any action necessary to prevent an accident.

Commander

STATINTL

Summary of revised, deleted, or added material
Procedures for access to runway during other than normal duty hours added (para 3b).

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TAB

15 March 1971

Life Support

RETENTION OF SAMPLE MEALS BEFORE
OPERATIONAL MISSIONS OR OTHER FLIGHTS

This regulation outlines the reasons and procedures for the retention of samples of meals consumed by pilots before operational missions or other flights. Collection of samples will be at the discretion of the Flight Surgeon.

1. Scope. The provisions of this regulation are applicable to any flight in assigned aircraft.
2. Responsibility. The Flight Surgeon is responsible for insuring adherence to the provisions of this regulation. He or his representative will collect and store food samples.
3. Procedures.

a. When, in the judgement of the Flight Surgeon, food preparation facilities or personnel may be suspect, samples of all meals and liquids consumed by pilots within 24 hours prior to an operational mission or any other flight are to be collected and stored until the flight is completed. The object is to allow analysis of the samples in the event of pilot illness, loss of, or accident to the aircraft, in which pilot indisposition might be a possible factor.

b. Appropriate samples of food and liquids will be collected by the medical representative. Proper technique for collection and individually marked and sealed containers will be used to preclude contamination of the samples. Samples will be stored under refrigeration, if appropriate, in a secure area. Following safe return of the pilot, the samples may be destroyed.

STATINTL

Commander

Summary of revised, deleted, or added material
Deletes requirement for collection of samples before all operational missions. Permits Flight Surgeon to determine when collection of samples indicated, to include non-operational flights.

Supersedes [REDACTED] Reg 161-1, 7 Oct 69
OPR: LS
DISTRIBUTION: X

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Reg 161-2

11 January 1972

Life Support

STATINTL

MEDICAL COVERAGE OF [REDACTED] AIRCRAFT OPERATIONS
DURING NON-DUTY HOURS

STATINTL

This regulation outlines the requirements of Life Support (Medical) coverage for all [REDACTED] aircraft flights during other than normal duty hours.

STATINTL

1. Scope. The provisions of this regulation apply to the Medical Section of the Life Support Directorate. Coordination between the Operations Directorate and the Medical Section for flights of an "add-on" nature (not published on the weekly/daily flying schedule) and cancellation of scheduled/non-scheduled flights, will be an Operations responsibility.

2. Responsibility. The Director of Life Support and Director of Operations are responsible for insuring adherence to the provisions of this regulation, as appropriate to their Directorate.

STATINTL

3. Procedures. Upon notification of flying activities by [REDACTED] aircraft during other than normal duty hours, the Director of Life Support will detail a doctor or medic to be available at his place of duty should an emergency occur requiring his assistance.

4. The intent of this requirement is to provide adequate medical coverage during all local flying activity and for time of arrival of [REDACTED] aircraft returning from cross-country flights.

[REDACTED]
Commander

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OPR: Life Support

DISTRIBUTION: X

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Reg 161-3

2 March 1972

Life Support

HAZARDOUS NOISE EXPOSURE

STATINTL

This regulation outlines the hazardous noise program and establishes procedures for designating hazardous noise area in the [REDACTED] complex.

1. Scope. The provisions of this regulation are applicable to all assigned or attached personnel.

STATINTL

2. Responsibility. The Flight Surgeon is responsible for implementing and conducting the [REDACTED] hazardous noise program.

3. Procedures.

a. Designate areas where personnel are likely to be exposed to hazardous noise by the use of sound level measurement equipment and/or published sound survey data pertaining to aircraft/equipment.

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b. Conduct periodic noise level surveys to evaluate new or changed exposure conditions in the work areas of the [REDACTED] complex and publish maps or charts that indicate hazardous noise exposure areas.

c. Requisition, fit and issue "ear plugs" to all personnel assigned duties in designated hazardous noise areas. Personnel who require the "ear muff protectors" in addition to the standard "ear plugs" will be referred to Unit Supply for issue of same. "Ear plugs" will be worn at all times in the designated hazardous noise areas when jet engines are operating. Both "ear plugs" and "ear muffs" will be worn by personnel when required to work within a 300 yard radius of jet engine run-up. Support Maintenance will be required to post "run-up signs" and have a P.A. announcement made when a run-up is scheduled.

d. Accomplish baseline reference audiograms on all personnel assigned to duty or training involving exposure to hazardous noise. Reference audiograms will not be performed until at least 40 hours has elapsed since the individual was exposed


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 Reg 161-3

to hazardous noise... AF Form 1490 (Hearing Conservation Data) will be accomplished on each subject. These personnel will be given a follow-up audiogram three months after the baseline audiogram, and again when they terminate their duties in the hazardous noise areas. Follow-up audiograms will not be performed until one hour after last exposure to hazardous noise.

e. Personnel noted to have any hearing loss, determined by the Flight Surgeon to be significant will be further evaluated under the guidelines of AFR 160-3 and AFM 161-1.


Commander

1 Atch
Map of Designated Hazardous
Noise Areas

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Reg 161-4

8 January 1972

Life Support

STATINTL

MEDICAL RESPONSIBILITIES AND PRIORITIES FOR PATIENT CARE
PROVIDED BY THE [REDACTED] MEDICAL OFFICER AND STAFF

STATINTL

This regulation outlines the responsibilities and priorities of the [REDACTED] Medical Officer and Staff pertaining to routine patient care for assigned or attached personnel.

STATINTL

1. Scope: The provisions of this regulation are applicable to all assigned or attached personnel in the U.S.
2. Responsibilities and Priorities: The [REDACTED] Medical Officer and Staff will provide routine medical care to assigned or attached personnel in the following order of precedence.

- a. Article Pilots.
- b. Other Flying Personnel.
- c. Military Work Force.

d. Government and Civilian Contractor Personnel. (May be seen for MINOR ILLNESS if such medical treatment would allow them to remain on the job.)

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e. Military Dependents of Assigned Personnel. (May be seen by the [REDACTED] Medical Officer, when in his opinion, deprivation of such care would result in a significant health or morale problem. This health care is not to be considered a substitute for military dependent medical care provided and outlined in the Host-Tenant Agreement with the USAF Hospital, [REDACTED])

Commander

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OPR: LS

DISTRIBUTION: X

TAB

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Reg 177-2

7 October 1969

Accounting and Finance

ACCOMMODATIONS ON COMMERCIAL AIR TRAVEL

This regulation sets forth the group policy in regard to the maximum use of less than first-class air accommodations whenever practical in the performance of official travel. This regulation is applicable to all group personnel.

1. Policy. It will be the policy of this organization to restrict travel authorization to air accommodations less costly than first-class. First-class accommodations may be authorized or approved as follows:

a. There is no space available in less than first-class accommodations in time to carry out the purpose of the travel, in which case the authorizing official shall specifically authorize the use of first-class accommodations in the travel request.

b. There is no scheduled, less than first-class, service available between points of authorized travel. A statement by the traveler to this effect shall suffice.

c. If first-class service must be used because of schedule changes, grounding of planes, or other circumstances beyond the control of the traveler, a statement concerning the circumstances shall be sufficient.

2. Responsibilities. Section chiefs are responsible for insuring that personnel adhere to the policy stated herein.

Commander

STATINTL

Summary of revised, deleted, or added material
Squadron changed to group. Organizational designation changed.

Supersedes WRSP-IV Reg 177-2, 14 Feb 69
OPR: D/SPT
DISTRIBUTION: X

25X1C

SECRET

25X1A

Reg 205-1

5 November 1969

Security

DETACHMENT SECURITY AND COVER SUPPORT

This regulation establishes standards for maximum security and protection of the cover support for this group.

25X1A

1. Policy. Headquarters regulations are specific on security standards and cover support for [REDACTED] Personnel assigned to this group must function within the framework of applicable headquarters regulations.
2. Responsibility. Security is the responsibility of everyone. Therefore, it will be incumbent upon all supervisors to instruct subordinates in good security practices and alert them to the inherent dangers of poor security practices.
3. Procedures. Personnel who become involved in outside activities that may have security implications must inform the security staff before involvement. In event of unforeseen circumstances, any involvement will be immediately reported to security. Some of the outside activities for which guidance should be received from security are:
 - a. Court proceedings; including arrests, appearances as witnesses, traffic violations, etc.
 - b. All foreign travel.
 - c. Publications of written data or public appearances; including books, speeches, thesis, letters to the editor, etc.
 - d. Acceptance of outside or part time employment.
 - e. Joining organizations, clubs and societies.
 - f. Marriages and divorces.
 - g. Listings of the unit as employer on resumes; naming group personnel as references, etc.

Supersedes WRSP-IV Reg 205-1, 2 Apr 69. (For summary of revised, deleted, or added material, see signature page.)


OPR: Sec

DISTRIBUTION: X


SECRET

SECRET

25X1A

 Reg 205-1

4. Above list is by no means complete. If in doubt, contact the security staff.


Commander

25X1A

Summary of revised, deleted, or added material

Entire regulation updated. Organizational designation changed.

SECRET

STATINTL

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Reg 205-3

31 May 1972

Security

CUSTOMS REGULATION

This regulation defines individual responsibility for complying with U.S. Customs regulations.

1. Policy.

STATINTL

a. Due to the national importance attributed to [REDACTED] activity, compromising or endangering the priorities and special privileges granted in order to expeditiously move material, personal effects and personnel through customs will not be tolerated.

b. Visits to overseas areas where items are available at substantial savings act as an inducement to bargain hunters. Purchases may exceed the one hundred dollar personal exemption allowed by customs regulations. All personnel should bear in mind that where purchases do exceed the established exemption, the individual concerned must pay the duty which is determined by the customs officials. Under no circumstances should we become involved in any situation whereby customs regulations are evaded by storage of purchases in deployment equipment, packing cases, vehicles, or in any other manner of misrepresentation on the customs forms. A violation of customs or U.S. Air Force regulations can cause extreme embarrassment to the project and legal actions against the individual concerned. It is mandatory that all unit personnel adhere to all customs regulations.

c. For general information, U.S. Customs regulations stipulate that each traveler is allowed a \$100.00 personal exemption (retail value), which may be utilized once within a thirty-day period. The traveler is restricted to one quart of alcoholic beverages, provided that the traveler is 21 years or older. Customs regulations provide more lenient rules in regard to items purchased in the Virgin Islands, American Samoa, and Guam. On return from these areas, a \$200.00 retail value exemption is allowed, provided that no more than \$100.00 of the exemption is applied to goods obtained elsewhere. Under existing U.S. regulations both military and civilian personnel may

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Supersedes [REDACTED] Reg 205-3, 20 Oct 69. (For summary of revised, deleted, or added material, see signature page.)

OPR: SEC

DISTRIBUTION: X

STATINTL

Reg 205-3

bring in any quantity of liquor but duty must be paid on all over one quart. An exception in both cases is that one gallon may be returned duty free from Guam. Under existing California regulations military personnel may bring in any amount, but duty must be paid on all over one quart. Also all over one quart must be for own use on a military reservation. Civilians entering California directly from overseas may enter with one quart only, regardless where purchased.

d. The Department of Air Force has restricted the amount of liquor that may be transported aboard USAF aircraft to one (1) U.S. Gallon per person.

STATINTL

2. Responsibilities.

a. All personnel attached to or associated with [REDACTED] are responsible for adherence to all customs regulations.

b. Section chiefs are responsible for ensuring that unit personnel are privy to the policies stated herein.

3. Consequences.

a. Any contraband discovered in the cargo aircraft would cause considerable embarrassment to the courier, possible compromise of the classified items on board, and delay in the movement of unit cargo. In any incident of this nature, the contraband will be turned over to customs officials, and an investigation initiated to determine the responsible individual or individuals.

b. Any individual of this organization who is apprehended violating these customs regulations will receive no assistance from the organization as it is long established headquarters policy not to interfere with due process of law.

[REDACTED]
Commander

Summary of revised, deleted, or added material

Para 1d added.

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Reg 205-4

4 November 1969

Security

UNSECURED SAFES (ACCOUNTABILITY FOR CLASSIFIED DOCUMENTS)

This regulation establishes procedures for an accurate and speedy accountability of classified documents when safe has been found open at a time other than normal duty hours.

1. Policy. A daily after-hours inspection will be performed by plant protection personnel of all classified material storage safes. Custodians of these safes will be held accountable for all stored material in event a safe is found unsecured.

2. Responsibility. All section chiefs will appoint a primary and alternate safe custodian for all safes within their area. These names will be written on a 3 x 5 card attached to the top drawer, right side of each safe. The absence of a card will indicate the section chief has assumed full responsibility.

3. Procedures.

a. In the event plant protection personnel find an unsecured safe at a time other than working hours, he will take the following course of action:

(1) Advise the person who signed the final security check sheet that the safe had been found open and to report without delay to his office.

(2) Stand by the safe until above person arrives to inventory the safe.

b. If the person called is unable to inventory the contents of the safe, he will call the person noted on the 3 x 5 card or the section chief as appropriate.

Supersedes WRSP-IV Reg 205-4, 7 Apr 69. (For summary of revised, deleted, or added material, see signature page.)


OPR: Sec

DISTRIBUTION: X

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 Reg 205-4

c. Under no circumstances will plant protection personnel be allowed to lock the safe, inventory contents, or to assume any responsibility other than guarding the safe.


Commander

STATINTL

Summary of revised, deleted, or added material

Entire regulation updated. Organizational designation changed.

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Reg 205-6

22 October 1969

Security

DISPOSAL OF CLASSIFIED FILM

This regulation defines responsibility and establishes procedures for disposal of classified film.

1. Policy. It is a headquarters policy that all film used by this unit is to be considered classified. It is therefore required that all excess film from the Tracker, Delta, and Baker sections be destroyed in accordance with project security standards by Eastman Kodak.
2. Responsibilities. The Tracker, Delta, and Baker sections will turn into the Supply section on DD Form 1150-1 film to be shipped for destruction.
3. Procedures.
 - a. Upon notification of film to be destroyed, the Supply section will prepare a cable to headquarters. The cable provides details with a request to have the next project aircraft, with courier, forward the material to Eastman Kodak for destruction.
 - b. Appropriate documentation will be prepared for this shipment by the Supply Section. The Security office will insure the film to be disposed of will be aboard the project aircraft with a courier.

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Commander

Summary of revised, deleted, or added material

Organizational designation changed.

Supersedes WRSP-IV Reg 205-6, 18 Jun 69.

OPR: SEC

DISTRIBUTION: X

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Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

STATINTL

STATINTL

Reg 205-7

29 March 1974

Security

STORAGE AND DESTRUCTION OF CLASSIFIED WASTE

This regulation establishes procedures for storage and destruction of classified waste.

1. Policy. All classified material will be destroyed when it is of no further value. All classified waste will be destroyed in the disintegrator located in the Security Office [REDACTED]. This includes material classified up to and including SECRET. The Security Office will be furnished with a "Certificate of Destruction" for TOP SECRET and [REDACTED] documents bearing control numbers turned in for destruction per [REDACTED] Reg 205-15.

2. Responsibility. Section chiefs will insure that all classified waste of no further value is turned in to the Security Officer (Bldg [REDACTED]) for destruction. The Director of Security will designate a member of the security staff to supervise the disintegration of all classified waste.

3. Procedures.

a. Waste bags will be issued by the security staff and will be used by each section for the storage of classified waste.

b. The waste bags may be attached to desk drawers or placed in any conspicuous place during working hours. If waste bags are not turned in for destruction they will be secured in a locked safe. Failure to secure these bags during non-working hours will be considered a security violation.

c. Waste bags may be turned in at the Security Office from 0730 to 1500 hours each working day to allow sufficient time for disintegration on the same day. Plant protection staff will not store classified waste over night prior to destruction.

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Commander

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Supersedes [REDACTED] Reg 205-7, 25 May 72 (General update).
 OPR: D/Security
 DISTRIBUTION: X

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Reg 205-8

14 November 1969

Security

SECURITY CHECK SHEETS AND SAFES

This regulation specifies the policy governing daily security checks of work areas, security check sheets, and securing of safes.

1. Policy. A security check sheet (Form 108) will be affixed to each safe storage cabinet housing classified documents. At the close of business or prior to departing the area, all personnel will complete a thorough security check of their work area to insure that all classified material and documents have been properly stored and that all safes are secured.
2. Responsibility. Responsibility for enforcing this directive rests with each section chief. In the event of a security violation, responsibility shall be adjudged based upon a thorough investigation by the security staff. A security violation based upon findings of the investigation will be issued.

3. Procedures.

a. A security check sheet (Form 108) will be affixed to each safe keeping cabinet housing classified material. Each time a safe is opened or closed, the individual opening or closing the safe will initial and insert the time in the appropriate column. When the safe is secured for the last time each day, an individual designated as duty checker by the section chief shall spin and dial three complete revolutions in each direction, trying to open each drawer and in the case of bar locked cabinets, pull the lock to assure its being locked. After the duty checker is satisfied that the safe keeping cabinet is properly secured, he shall place his initial and insert the time in the "checked by" column.

b. When securing a safe, the dial must be rotated at least three complete revolutions in each direction. Each drawer shall then be tried individually to insure its proper locking. The security officer will be advised of any mechanical difficulties or malfunctions.

Supersedes WRSP-IV Reg 205-8, 25 Apr 69. (For summary of revised, deleted, or added material.)


OPR: SEC

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 Reg 205-8

c. Classified material must be secured in approved containers. After all classified material is properly stored, a complete security check of the work area must be made before vacating the area. It is the responsibility of the person conducting the security check to insure that no classified material remains in the area.

STATINTL


for Commander

Summary of revised, deleted, or added material

Content generally updated. Format updated to conform with AFM 5-1.
Organizational designation changed.

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Reg 205-10

25 May 1972

Security

UTILIZATION OF RED ROTATING BEACON IN HANGAR AREA

This regulation establishes procedures to be followed in using the rotating beacon (red light warning system) in the hangar area.

1. Policy. All detachment and contractor personnel are reminded that the red light warning system is to prevent unauthorized disclosure of classified, sensitive equipment exposed within the hangar.

2. Responsibilities. All personnel who expose classified equipment within the hangar area are responsible for implementing the procedures explained herein.

3. Procedures:

a. Sections required to expose sensitive equipment in the hangar areas will contact the security staff. (In the event no security personnel are available, the duty captain of the Lockheed plant protection staff may authorize activation of the red rotating beacon.)

b. If no reasons exist that preclude use of the red light system, Security will request that the Office of the Director of Materiel announce the security condition over the hangar public address system. A member of the plant protection force or the security staff will check the hangar to insure that no unauthorized persons are present and the hangar doors are closed. The requesting section(s) will activate the red beacon and place an identifying tab on the control switch. Security will continue to monitor the hangar while the red beacon is on to exclude non-cleared persons; however, due to the vastness of the hangar area and the lack of locks on hangar doors, all hangar occupants must assist in stopping non-cleared persons from entering the hangar via a door in their general area.

STATINTL

Commander

Summary of revised, deleted, or added material

Telephone numbers deleted (para 3a).

Supersedes Reg 205-10, 17 Oct 69.

OPR: SEC

STATINTL

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Approved For Release 2001/03/30 : CIA-RDP33-02415A000600030001-0

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Reg 205-11

14 November 1969

Security

PROPERTY PASS PROCEDURES

This regulation details property pass procedures for control of classified property to be moved from the compound. This does not apply to movements of classified material during deployments.

STATINTL

1. Policy. All personnel departing the compound with classified material will present a signed property pass form to the Lockheed Plant Protection Guard at Post #1.

2. Responsibilities. Each section chief is responsible for the proper adherence to this requirement by all members of his staff. Classified material will not be released from the unit area until the procedures outlined in paragraph 3 of this regulation are completed.

3. Procedures.

a. All personnel departing the compound with government classified property will present a property pass, Temporary Issue Receipt, AF Form 1297, to the guard at Post #1 and/or Post #2.

b. These forms will be completed as follows:

(1) The "TO" column will reflect the name of the person transporting the property, and the destination of the property.

(2) The "issued by" column will reflect the section controlling the property.

(3) The form will also indicate serial number, if applicable, stock number, description, and final disposition if known.

(4) The date, section, telephone number, and signature of the releasing authority listed on the bottom line of the form is mandatory.

c. The Supply Section will prepare all AF Forms 1297. Personnel authorized to sign the forms are the Director of Materiel, the Assistant Director of Materiel, Supply Officer, and the NCOIC of Supply.


Supersedes WRSP-IV Reg 205-11, 17 Jun 69. (For summary of revised, deleted, or added material, see signature page.)

OPR: SEC

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 Reg 205-11


d. A member of the security staff will inspect all material prior to its removal from the area and also sign the AF Form 1297.

e. The releasing officer cannot serve as the courier or transport the material approved for removal or transfer. An authorized releasing authority, other than the originator, must sign for the release of the property

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f. All vehicles brought within or departing from the  compound are subject to search at any time and all unaccountable government property confiscated.

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Commander

Summary of revised, deleted, or added material

Content generally updated. Format updated to conform with AFM 5-1.
Organizational designation changed.

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25X1C



25X1A

Reg 205-12

20 April 1970

Security

25X1A

BRIEFING OF [REDACTED] DEPENDENTS

25X1A

This regulation establishes procedures to be followed in the systematic briefing of [REDACTED] dependent wives.

25X1A

1. Policy. Project Headquarters require that the wives of all personnel assigned to [REDACTED] receive a security briefing as soon as possible after arrival. A member of the security staff will personally brief dependent wives and will insure that a briefing statement is signed and witnessed.

2. Responsibility. The Chief of the Security Staff will maintain adequate records relating to dependent briefings.

3. Procedures.

a. Dependent wives will be briefed in accordance with the Dependent Briefing Guide. The true sponsor of the project will be included in this briefing.

b. A memorandum of understanding certificate will be signed by the dependent receiving the security briefing, witnessed by the briefing officer and retained on file in the security office.

25X1A



Commander

Summary of revised, deleted, or added material

Policy changed so that all dependent wives will receive a security briefing (page 1).

25X1A

Supersedes [REDACTED] Reg 205-12, 8 Dec 69
OPR: SEC
Distribution: X

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25X1A

Reg 205-13

24 January 1972

Security

VEHICLE REGISTRATION

25X1A

This regulation establishes procedures to be followed by all personnel when registering their POV with [REDACTED]

25X1A

1. Responsibility. It is the responsibility of all assigned and attached personnel to comply with this regulation.

2. Procedures.

25X1A

a. All personnel driving POV's on base are required to register same with the Security Office, [REDACTED]

25X1A

b. POV's will be registered within five days after arrival on base.

c. Temporary registration is not available and vehicles safety inspections are no longer required by the Security Police [REDACTED]

25X1A

d. AF Form 533, Certificate of Compliance - Private Vehicle Registration, will be executed by all personnel for POV's being driven on base as a condition of registration. AF Form 533 is a certification by the owner that he possesses the minimum required liability insurance for the POV. This form is retained on file by the issuing unit.

e. Upon registration, owners of POV's will be issued an Air Force decal (AF Form 66) which will be placed on the right front bumper not more than 12 inches from the outer tip of the bumper.

25X1A

3. For security reasons, [REDACTED] and Itek employees will not display base decals on their POVs. In the event any of these personnel are apprehended by the Security Police or issued a citation for not having a base decal, they will accept the

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Supersedes [REDACTED] Reg 205-13, 19 Aug 70 (For summary of revised, deleted, or added material, see signature page).

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citation without discussion or argument. However, the incident will be reported immediately to [REDACTED] Security staff, who will arrange to have the no base decal portion of the violation rescinded.

25X1A

[REDACTED]
Commander

Summary of revised, deleted, or added material

Updated to comply with provisions of AFR 125-14. Vehicle inspection no longer required (para 2c). Vehicle registration now accomplished by the unit (para 2d). Hycon changed to [REDACTED] (para 3).

25X1A

25X1A

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Reg 355-1

1 February 1974

Disaster Preparedness

BASIC PLAN

This regulation establishes procedures in preparation for effective response to potential or actual disaster situations.

1. Responsibility.

STATINTL

a. The Commander, [REDACTED] will control the execution of this plan.

b. The Disaster Control Officer will insure that the plan is current and is coordinated with the Base Disaster Preparedness Office.

2. Procedures.

STATINTL

a. The Commander, [REDACTED] will:

(1) Appoint by letter a Unit Disaster Preparedness Officer/NCO.

(2) Designate Emergency Essential Civilian positions IAW AFM 355-1.

(3) Establish and maintain a unit control center for operation during disaster situations.

(4) Appoint a unit damage assessment team when required.

(5) Disperse personnel to the unit fallout shelter in time of actual emergency.

b. The Unit Disaster Preparedness Officer will:

(1) Attend Disaster Preparedness training as required for currency.

(2) Advise Commander on Disaster Preparedness planning, preparation, training, and support requirements.

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Supersedes [REDACTED] Reg 355-1, 8 November 1972

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Reg 355-1

(3) Assist squadron agencies in preparation for implementing instructions to the Base Disaster Preparedness Program, directives, and training.

(4) Conduct unit Disaster Preparedness Training.

(5) Coordinate the unit Disaster Preparedness Program, directives and training with the Base Disaster Control Officer.

(6) Insure Emergency Essential Civilians have SF 138's in their possession and that proper control is exercised over that form.

Commander

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Summary of revised, deleted, or added material:

Para 2b(6) deleted.

Chief, Base Plans Branch and
Disaster Preparedness Office

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Reg 355-2

1 February 1974

Disaster Preparedness

DISASTER RESPONSE FORCE

This regulation describes those teams necessary to control recovery operations during disaster situations. It further establishes the input the [REDACTED] will have to these items.

1. Policy. The [REDACTED] will provide inputs to Base Disaster Preparedness Teams only with the Commander's approval. Available manpower resources will be a primary consideration.

2. Responsibility.

a. The Commander shall appoint [REDACTED] members to base teams and direct the formation of unit teams as necessary.

b. The Disaster Preparedness Officer will advise and assist the Commander.

c. The Base Disaster Control Office is responsible for organizing the Base Disaster Response Force which will also service [REDACTED] during actual Nuclear, Biological, or Chemical emergencies.

3. Procedures. The Disaster Preparedness Teams described below will be furnished from the Base Disaster Response Force or appointed by the Commander, [REDACTED] as appropriate.

a. The Fallout Shelter Management Team is provided by the unit exercising shelter authority.

(1) [REDACTED] will be sheltered in [REDACTED]
Logistics has administrative responsibility for this shelter.

b. An Equipment Decontamination Team will be drawn as needed from the Base Disaster Response Force with the appropriate equipment as indicated in AFM 355-1.

Supersedes [REDACTED] Reg 355-2, 8 November 1972
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Reg 355-2

- (1) The purpose of this team is to decontaminate unit equipment after such action has been coordinated through the Base Disaster Control Center.

c. The Damage Assessment Team will consist of two unit personnel appointed by the Commander, [REDACTED]

STATINTL

- (1) The purpose of this team is to assess damage to unit resources and to report damage to the Unit Control Center.

- (a) No special training is required for this team.

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Commander

Summary of revised, added, or deleted material:

Para 3a(1) changed.

Chief, Base Plans Branch and
Disaster Preparedness Office

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Reg 355-3

1 February 1974

Disaster Preparedness

COMMAND, CONTROL, AND ALERT PROCEDURES DURING DISASTER SITUATIONS

STATINTL This regulation describes basic unit procedures for maintaining command and control during disaster situations. It also describes the alert procedures used on [REDACTED]

1. Responsibility.

a. The Commander will oversee all operations described in this regulation and implement changes as necessary.

b. The Disaster Preparedness Officer will update this regulation as necessary, assist the Commander, and man the Unit Control Center during disaster situations.

STATINTL c. Each [REDACTED] section will establish procedures to conform with this plan as well as AFM 355-1.

2. Procedures.

a. Administration and Logistics will be accomplished on a normal operational basis.

b. Command will be exercised from the Unit Control Center during disaster situations.

STATINTL

(1) The Control Center will be located in [REDACTED] (Operations) telephone ext. 72410 or 72419.

c. Communications facilities including UHF, VHF, and HF radios are located in this control center.

(1) Emergency radio frequencies to be utilized by base agencies with their designated call signs are listed in AFFTC OPLAN 355.

Supersedes [REDACTED] Reg 355-3, 8 November 1972
OPR: Ops
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d. Alert systems employed by the Base are described below:

(1) Alert Signal: This is a three to five minute steady tone on the Base Air Horn. It will be activated for imminent peace time weather emergencies or other emergencies as determined by the Center Commander. It shall mean to all personnel that instructions will be forthcoming via cable television, Security Police sound trucks, or PA systems. This alert signal will be sounded each Friday at 1200 hours for 30 seconds as a functional check.

(2) Attack Warning: This is a series of intermittent blasts for three minutes on the Base Air Horn. It will be sounded only when an actual NBC attack is taking place against this country.

(3) The All Clear notification will be made by Security Police sound trucks and shelter PA systems.

(4) Additional alert postures (DEFCON) are explained in AFFTC OPLAN 355. This OPLAN also lists base alerting procedures for assigned units and emergency radio frequencies.

Commander

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Chief, Base Plans Branch and
Disaster Preparedness Office

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Reg 355-4

1 February 1974

Disaster Preparedness

NUCLEAR ATTACK ACTIONS

This regulation describes the actions to be taken by key personnel during an actual nuclear attack situation.

1. Policy. It is expected that a nuclear attack will be preceded by an increased alert posture. This time period should permit advance dispersal of unit aircraft and allow the area to be properly secured. The Commander [REDACTED] has designated the following facility as the Unit fallout shelter:

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[REDACTED] Engine Test. Protection Factor: 2-8; Capacity 1615.

2. Responsibility.

STATINTL

a. The Commander [REDACTED] shall be responsible for the safety of his personnel and equipment.

3. Procedures.

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a. The Commander [REDACTED] will be notified immediately of alert status. He will then determine whether or not to exercise the pyramid alert.

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b. After notification of alert, the Commander [REDACTED] will direct the dispersal of unit aircraft, personnel, and equipment.

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(1) He will advise [REDACTED] personnel when to man the assigned shelters.

c. The Disaster Preparedness Officer will activate the unit Control Center and assist the Commander.

(1) He will insure that unit manning reports are forwarded to higher headquarters.

d. Personnel assigned specific duties will proceed to their assigned duty locations.

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Supersedes [REDACTED] Reg 355-4, 8 November 1972
OPR: Ops

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e. Emergency Essential Civilians should report to work.
All others take cover in the nearest Civil Defense Shelter.

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Commander

Summary of revised, added, or deleted material:

Changed paragraph 1 - shelter location.


Chief, Base Plans Branch and
Disaster Preparedness Office

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- 210

MANUAL

FLYING TRAINING

CESSNA 210
AIRCREW TRAINING
MANUAL

23 FEBRUARY 1971

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-210

DEPARTMENT OF THE AIR FORCE
23 February 1971

Flying Training

CESSNA 210 AIRCREW TRAINING MANUAL

CONTENTS

Chapter 1. Initial Checkout/Continuation Training

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Chapter 2. Local Operating Procedures

Policies (Administrative)	2-1	4
Policies (Flying)	2-2	4

23 February 1971

210

Chapter 1

INITIAL CHECKOUT/CONTINUATION TRAINING

1-1. Policy. This manual establishes minimum initial check-out qualification, and continuation training requirements that will provide individual aircrew members with the capability of accomplishing assigned flying duties in the Cessna 210.

1-2. Initial Checkout.

a. Aircrew qualification requirements:

(1) Be assigned to the unit as a rated pilot - Military or civilian.

(2) Hold a valid FAA Commercial Pilot's license with a single engine land rating and an instrument rating and current 2nd Class FAA Medical Certificate.

(3) Have a minimum of 1,500 hours pilot time.

(4) Previous experience in light aircraft is desirable.

1-3. Ground Training Requirements.

a. All pilots will read Cessna 210 "Owner's Manual" prior to checkout.

b. The Cessna 210 closed book examination will be completed as a checkout prerequisite and will be corrected to 100%.

c. Pilots will be familiar with the appropriate FAA and USAF regulations concerning flight in an aircraft of this type.

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1-4. Flying Training. At least two flights will be flown with a pilot designated as an IP; these flights will include, but not be limited to the following:

- a. Five landings.
- b. Short field takeoffs and landings.
- c. Stalls (power on and off).
- d. Forced landings.
- e. Emergency procedures.
- f. Preflight, postflight inspections, tiedowns and servicing.

1-5. Continuation Training. One landing will be required each 45 days for currency. In order to transport passengers during daylight hours, pilots must have made at least five takeoffs and five landings to a full stop within the past 90 days. In order to carry passengers at night, five night takeoffs and full stop landings must have been made in the preceding 90 days. In cases where currency has been lost, a proficiency flight must be flown with an IP. All pilots are encouraged to make practice instrument flights. A pilot may not act as pilot in command of an aircraft under IFR or in weather conditions less than prescribed VFR minimums, unless within the preceding six months, he has had at least six hours of instrument time under actual or simulated instrument conditions.

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1-6. Instructor Pilots. The Director of Operations will appoint an appropriate number of pilots as Instructor Pilots. These pilots will provide ground training, give the initial checkout training and assist in monitoring the continuation training. All pilots will be placed on orders, indicating their particular qualification.

23 February 1971

-210

Chapter 2

LOCAL OPERATING PROCEDURES

STATINTL

2-1. Policies (Administrative).

a. Civilian clothing will be worn when flying the Cessna 210. Appropriate FAA and FCC certificates will be carried plus identification cards. A letter from the owner authorizing unit pilots to fly the aircraft will be on board. This aircraft, though of civil registry, will be treated within the unit as a military aircraft, for operational and safety purposes. The aircraft will be used for official business only.

b. 100/130 octane fuel only will be used; fuel will be purchased for cash - a credit card may be used in an emergency only.

c. The only passengers authorized are members of this unit or accredited visitors on official business.

2-2. Policies (Flying).

a. This aircraft will not normally be scheduled for IFR flights; however, if IFR flights are flown takeoff and landing weather minimums will be no lower than 1,000 feet ceiling and two miles visibility except in an emergency. Severe turbulence and icing conditions will be avoided. Extended cross-country flight plans will be coordinated with the Director of Operations.

b. [REDACTED] local clearance form or DD Form 175, Military Flight Plan, will be filed as applicable. When this is not possible, an FAA flight plan will be used. When appropriate, a DD Form 175-1 will also be used.

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c. FAA regulations and AFM 60-16 will be closely adhered to. In cases of differences between regulations (civil and military), the regulation most restrictive on the pilot will be followed.

d. In the event of an air or ground incident/accident, Project Headquarters, the Unit Safety Officer, Security Section, and aircraft owner will be notified as soon as possible. No information, other than that required by FAA, will be divulged to those not associated with the unit.


Commander

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TAB

SUPPLEMENT 1
ATCM 51-37

20 March 1972

Flying Training

T-37 AIRCREW TRAINING MANUAL

STATINTL

ATCM 51-37, 10 Feb 71, is supplemented as follows:

1-1a. Due to the lack of Air Force guidance, the [REDACTED] will use ATCM 51-37 as a guide to aircrew flying training in the T-37. The following training areas outlined in ATCM 51-37 are considered non-essential to the conduct of an effective training program in this unit.

Ground training:
 Synthetic trainer
 Aviation physiology
 Flight planning

Flying training:
 Formation flying

1-1c. Annual evaluation flight checks will be administered in accordance with transition missions guides #8 (contact proficiency) and #9 (Instrument proficiency).

2-2a. A grade folder will be maintained on each aircrew undergoing initial qualification training. The grade folder will include appropriate written examinations and mission grade cards. Written examinations will be maintained permanently while transition mission cards will be discarded after one year.

2-2b. Initial qualification and annual flight checks will be administered and recorded in accordance with AFM 60-1.

2-3b(1). Approximately 20 hours will be devoted to ground training and the accomplishment of questionnaires.

2-5. Flying training requirements (see Atch #1 - mission cards).

Mission #1 - Day Orientation	1.3 hours
#2 - Day Navigation	1.3 hours
#3 - Day Navigation	1.3 hours
#4 - Day Contact	1.3 hours
#5 - Night Contact	1.3 hours
#6 - Instrument Proficiency	1.3 hours
#7 - Instrument Proficiency	1.3 hours
#8 - Day Proficiency Check	0.8 hours
#9 - Instrument Proficiency Check	0.8 hours

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ATCM 51-37 [REDACTED] Supplement 1

a. The pilot transition syllabus will normally consist of eight missions. Mission #7 above will be conducted only if the instructor pilot deems it necessary, based on student proficiency.

b. Instructor pilot transition and upgrading consist of the nine missions listed above. Mission #7 will be devoted to instrument and landing practice from the right seat (five landings minimum). Missions #8 and #9 will also be accomplished from the right seat.

c. A T-37 qualified pilot may be upgraded to instructor pilot status, if required, by accomplishing missions #7, #8, and #9 as in para 2-5b above.

[REDACTED]
Commander

STATINTL

MISSION ONE: Day Orientation and Familiarization		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor will brief and demonstrate as required.			
2. <u>MISSION</u> : a. Preflight inspection. b. Prestarting and starting procedures. c. Taxi and pre-takeoff checks. d. Takeoff, climb, level-off e. Climb and descent checks. f. Medium and steep turns. g. Lazy eights (optional) h. Throttle manipulation. i. Power letdown. j. Traffic patterns and landings (normal, simulated single engine, no-flaps, and straight in). k. Go-arounds and closed traffic. l. Limitations 1. 2. 3.			m. Emergency Procedures 1. 2. 3.
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

MISSION TWO: Day Navigation (X-C)		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor will brief and demonstrate as required.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Preflight inspection.</p> <p>b. Prestart and starting procedures.</p> <p>c. Taxi and pre-takeoff checks.</p> <p>d. Takeoff, climb, leveloff.</p> <p>e. Cruise control.</p> <p>f. All aircraft and systems limitations will be discussed in flight.</p> <p>g. All emergency procedures will be discussed in flight.</p> <p>h. Aircraft turnaround and servicing procedures</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION THREE: Day Navigation (X-C)		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor will brief and demonstrate as required.			
2. <u>MISSION</u> :			
a. Preflight inspection.			_____
b. Prestart and starting procedures.			_____
c. Taxi and pre-takeoff checks.			_____
d. Takeoff, climb, leveloff.			_____
e. Cruise control.			_____
f. All aircraft and systems limitations will be discussed in flight.			_____
g. All emergency procedures will be discussed in flight.			_____
h. Aircraft turnaround and servicing procedures.			_____
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

MISSION FOUR: Day Contact		HOURS 1.3	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor pilot will brief and demonstrate as required.</p>			
<p>2. <u>MISSION</u>:</p> <ul style="list-style-type: none"> a. All maneuvers listed in mission #1. b. Stalls (power - on and traffic pattern). c. Spins (spin prevention and normal spin recovery) d. Aerobatics (optional). e. Vertical recovery. f. High speed dive recovery. g. Slow flight. h. Single engine demonstration at altitude. i. Limitations <ul style="list-style-type: none"> 1. 2. 3. j. Emergency procedures <ul style="list-style-type: none"> 1. 2. 3. 			
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION FIVE: Night Contact		HOURS	DATE
		1.3	
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor pilot will brief and demonstrate as required.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Cockpit familiarity check.</p> <p>b. Night inspections and procedures.</p> <p>c. Taxi, takeoff, climb and level off.</p> <p>d. Recovery from unusual attitudes.</p> <p>e. Three satisfactory traffic patterns and landings.</p> <p>f. Limitations.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>g. Emergency Procedures.</p> <p>1.</p> <p>2.</p> <p>3.</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION SIX: Instrument Proficiency		HOURS	DATE
		1.3	
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor pilot will brief and demonstrate as required.			
2. <u>MISSION</u> :			
a. ATC clearance.			
b. Instrument cockpit check.			
c. Departure procedures.			
d. Climb after takeoff.			
e. Pitch, bank and power control.			
f. Changes of airspeed.			
g. Turns (normal and steep).			
h. Climbs and descents (constant airspeed and rate).			
i. Unusual attitude recoveries.			
j. VOR procedures.			
1. Orientation			
2. Course interception			
3. Holding			
4. Penetration and approach (normal and SSE)			
k. Radar approach.			
l. Missed approach.			
m. Voice procedures.			
n. Limitations			
1.			
2.			
3.			
o. Emergency procedures.			
1.			
2.			
3.			
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

MISSION SEVEN: Instrument Proficiency		HOURS	DATE
		1.3	
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor pilot will brief and demonstrate as required			
2. <u>MISSION</u> :			
a. ATC clearance.			
b. Instrument cockpit check.			
c. Departure procedures.			
d. Climb after takeoff.			
e. Pitch, bank and power control.			
f. Changes of airspeed.			
g. Turns (normal and steep).			
h. Climbs and descents (constant airspeed and rate).			
i. Unusual attitude recoveries.			
j. VOR procedures.			
1. Orientation			
2. Course interception			
3. Holding			
4. Penetration and approach (normal and SSE)			
k. Radar approach.			
l. Missed approach.			
m. Voice procedures.			
n. Limitations			
1.			
2.			
3.			
o. Emergency Procedures			
1.			
2.			
3.			
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

MISSION EIGHT: Day Proficiency Check		HOURS	DATE
		0.8	
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor pilot will brief as required.			
2. <u>MISSION</u> :			
a. Traffic pattern stalls at altitude.			_____
b. Slow flight.			_____
c. Vertical recovery.			_____
d. High speed dive.			_____
e. Traffic patterns.			_____
1. Normal			_____
2. Closed			_____
3. No flap			_____
4. SSE			_____
f. Limitations			
1.			
2.			
3.			
g. Emergency procedures			
1.			
2.			
3.			
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

MISSION NINE: Instrument Proficiency Check		HOURS 0.8	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
1. <u>BRIEFING</u> : Instructor pilot will brief as required.			
2. <u>MISSION</u> : a. ATC Clearance. b. Instrument cockpit check. c. Departure procedures. d. Climb after takeoff. e. Pitch, bank and power control. f. Changes of airspeed. g. Turns (normal and steep). h. Climbs and descents (constant airspeed and rate). i. Unusual attitude recoveries. j. VOR procedures. 1. ORIENTATION 2. COURSE INTERCEPTION 3. HOLDING 4. PENETRATION AND APPROACH (NORMAL AND SSE) k. Radar approach. l. Missed approach. m. Voice procedures. n. Limitations 1. 2. 3.			
o. Emergency procedures 1. 2. 3.			
3. <u>REMARKS</u> :			
IP SIGNATURE		PILOT SIGNATURE	

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SUPPLEMENT 1
AFM 51-112

13 March 1972

Flying Training

0-2 TRAINING MANUAL

AFM 51-112, 17 Mar 71, is supplemented as follows:

1-1. Aircrew training will be consistent with the requirements of AFM 60-1, as supplemented by [REDACTED] directives.

1-2. No minimum flight experience or hours are established for checkout in assigned 0-2 aircraft. Phase II training does not apply to [REDACTED] aircraft.

1-3. Required ground training may be conducted as either classroom instruction or individual training as considered appropriate by the Director of Operations; minimum instructional time will be determined by the instructor pilot.

2-4d. Continuity of instruction will be maintained, when practical, by assigning one [REDACTED] instructor pilot to complete all phases of ground/flight instruction. A record of all training will be maintained in an individual training folder containing Attachment #1 of this supplement.

2-4f. All mission requirements contained in Attachment #1 will be completed prior to the initial pilot qualification flight check. A record of each training flight will be maintained in an individual training folder.

Commander

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Training Mission Outlines

OPR: Ops

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MISSION ONE: Orientation and Familiarization		HOURS 1.7	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor will brief and demonstrate all items listed below.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Normal takeoff and climb.</p> <p>b. Level off and cruise.</p> <p>c. Performance evaluation of the aircraft.</p> <p> 1. Climb</p> <p> 2. Traffic pattern procedures at altitude</p> <p> 3. Slow flight</p> <p> 4. Approach to stalls (clean, dirty)</p> <p> 5. Turns (standard and steep)</p> <p> 6. Single engine procedures</p> <p> 7. Descents, normal and emergency</p> <p>d. Operational procedures</p> <p> 1. Landing gear</p> <p> 2. Flaps</p> <p>e. Landings (various flap settings)</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION TWO: Familiarization		HOURS 1.7	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor will review Mission Number 1 and brief on procedures contained in this mission.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Normal takeoff and climb.</p> <p>b. Level off and cruise</p> <p>c. Performance evaluation of the aircraft.</p> <p> 1. Climbs, descents</p> <p> 2. Traffic pattern procedures at altitude, go-arounds.</p> <p> 3. Slow flight</p> <p> 4. Turns (standard and steep)</p> <p> 5. Single engine procedures, restart</p> <p>d. Operational procedures.</p> <p> 1. Landing gear, flaps</p> <p>e. Landing.</p> <p>f. Jettison, ditching, crash-landing procedures.</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION THREE: Transition		HOURS 1.7	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor Pilot will review and pilot will demonstrate or discuss all items listed in this mission.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Takeoff and climb.</p> <p> 1. Normal and aborted</p> <p> 2. Crosswind (if possible)</p> <p>b. Simulated emergencies (at least 5,000 AGL)</p> <p> 1. Single engine</p> <p> 2. Electrical</p> <p> 3. Engine fire</p> <p> 4. Propeller malfunction</p> <p> 5. Landing gear extension</p> <p>c. Emergency descent.</p> <p>d. Go-arounds (normal and single engine).</p> <p>e. Simulated single engine landing.</p> <p>f. Landings.</p> <p> 1. Varied flap settings</p> <p> 2. Crosswind (if possible)</p>			
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION 4/5: Transition/Solo		HOURS 1.7	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor Pilot will review and pilot will demonstrate all items listed in this mission. At the discretion of Instructor Pilot, pilot will be cleared to fly solo.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Simulated engine failure after takeoff.</p> <p>b. Review of simulated emergencies.</p> <p>c. Smoke elimination.</p> <p>d. Cabin heat failures and fires.</p> <p>e. Landings</p> <p>1. Simulated single engine</p> <p>2. Varied flap settings</p> <p>3. Crosswind (if possible)</p> <p>4. Short field to be followed by minimum run takeoff.</p>			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION SIX: Night Transition		HOURS 1.7	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Instructor Pilot will review and pilot will demonstrate all items listed in this mission.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Cockpit familiarity with reference to:</p> <ol style="list-style-type: none"> 1. Landing light switches 2. Taxi light 3. Cockpit lighting control 4. Instrument panel lighting 5. Overhead lighting 6. Navigation, rotating beacon 7. Wing inspection light <p>b. Landings:</p> <ol style="list-style-type: none"> 1. Minimum of five, varied flap settings 2. One precision or non-precision approach 			<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

MISSION SEVEN: Initial Pilot Qualification Flight Check		HOURS 1.7	DATE
PILOT	AIRCRAFT NO.	MSN SYMBOL	FLIGHT TIME
<p>1. <u>BRIEFING</u>: Flight Examiner will discuss sequence of items and maneuvers to be accomplished.</p>			
<p>2. <u>MISSION</u>:</p> <p>a. Pre-flight inspection</p> <p>b. Engine start, taxi procedures</p> <p>c. Normal takeoff, climb to 5,000 ft AGL minimum</p> <p>d. Air work to include:</p> <p> 1. Demonstrated knowledge of emergency procedures</p> <p> 2. Normal systems operation</p> <p> 3. Single engine, restart procedures</p> <p>e. Instrument approach (simulated or actual)</p> <p>f. Landings to include:</p> <p> 1. Varied flap settings</p> <p> 2. Short field approach</p> <p> 3. Simulated single engine</p>			
<p>3. <u>REMARKS</u>:</p>			
IP SIGNATURE		PILOT SIGNATURE	

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SUPPLEMENT 1
AFM 60-1

1 March 1972

Flying

FLIGHT MANAGEMENT POLICIES

AFM 60-1, 22 Sep 70, is supplemented as follows:

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1-2e. Civilian aircrew members assigned/attached to [REDACTED] for flying.

1-4f. Flight examiner and instructor pilots for each assigned aircraft (U-2, T-37, O-2, Cessna 210) will be designated and orders published by the Director of Operationsw

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2-9. For local flying, an [REDACTED] combination flight order/clearance [REDACTED] Form 34) will be used in lieu of AF Form 615.

2-12b. Currency requirements for assigned U-2 pilots will be in accordance with PHD 50-10-1, 15 Sep 71.

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2-13. All pilots assigned to the [REDACTED] are authorized to maintain currency in two types of USAF aircraft. The Cessna 210 is not a USAF aircraft and has no bearing on multiple currency restrictions.

2-14a(1). The recertification procedures of this paragraph are applicable to the Cessna 210, as well as other aircraft in which currency is maintained.

3-4b. All training and operational procedures for assigned support aircraft will be in accordance with the following published directives:

(1) T-37: ATCM 51-37

(2) O-2: AFM 51-112

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(3) Cessna 210: [REDACTED]-210.

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Supersedes [REDACTED] Supplement 1, 11 May 71
OPR: OPS
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AFM 60-1 [REDACTED] Supplement 1

STATINTL 3-4c. All training, tactics, and operational procedures for assigned U-2 mission aircraft will be in accordance with project headquarters directives and Syllabus for Training Pilots in U-2 Aircraft at [REDACTED]

STATINTL 4-4. The [REDACTED] Director of Operations is responsible for establishing an aircrew evaluation program for all assigned aircraft. Instrument and proficiency evaluations will be conducted using the instrument and proficiency mission outlines of ATCM 51-37 and AFM 51-112 as guidelines.

STATINTL 5-1. Responsibilities of the [REDACTED] administration and direction of flying activities will include:

(1) Compliance with Air Force regulations and manuals involving the management, administration, and training and evaluation of all flying activities. STATINTL

(2) Publish, administer, and review [REDACTED] supplements to those Air Force regulations and manuals which require augmentation for the effective accomplishment of the unit mission.

STATINTL 5-7. Completion of the [REDACTED] annual instrument refresher course is waived by the Director of Operations. This requirement will be fulfilled instead by use of the 1P1S programmed learning text (AF Pamphlet 60-4). The standardization/evaluation branch will be allocated a portion of each monthly aircrew meeting to conduct this training on a continuing basis.

5-8. The annual Navigator/Observer written examination for navigators will be administered by the Chief of the Navigation Branch.

5-18e. As pertains to instrument flight checks, the U-2 and T-37 are considered to be similar type aircraft.

STATINTL 11-8. The maximum flight duty periods as specified in table 11-1 may be waived, as required, by the [REDACTED] Director of Operations.

STATINTL [REDACTED]

Commander

TAB

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OPS OI-0-2

6 October 1969

Indexes

NUMERICAL INDEX OF [REDACTED] OI OPS

STATINTL

- 0-2 6 October 69, Numerical Index of [REDACTED] OPS OI STATINTL
- #1 17 September 69, Mobile Control Duties
- #2
- #3 ^{8 JUL 70}
~~17 September 69, CIF~~

STATINTL



- #6 ^{23 JUL 70}
~~18 September 69, Command Post Operations and Procedures~~
- #7 18 September 69, Mission Alert Notification
- #8 24 September 69, Aircrew Standardization/Evaluation
Supplement 1 Attached (24 Sep 69)

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OPS OI-1

17 September 1969

Operations

MOBILE CONTROL DUTIES

This OI establishes the requirement for, and operational procedures to be used in the utilization of a radio equipped mobile landing control vehicle with regard to U-2 flights.

1. Policy. The provisions of this OI are applicable to all pilots who perform duty as Mobile Control Officer.

2. Responsibility. The Director of Operations will insure that all U-2 takeoffs and landings are monitored from Mobile Control.

3. Procedures:

a. The mobile vehicle will be equipped with twenty (20) channel UHF radio and capable of carrying a driver and a qualified controller. The mobile vehicle will include the following control aid:

- (1) UHF channelization listings.
- (2) Flare pistol - minimum of 3 red flares, 3 green flares.
- (3) Three (3) smoke grenades.
- (4) Crosswind component chart.
- (5) Headset.
- (6) Copy of mobile control duties.
- (7) Flashlight (night operations).

b. The mobile vehicle will be manned by the following personnel:

- (1) Qualified U-2 pilot.
- (2) Operations Officer or his designated representative.

OI-1

c. The mobile controller will report to Operations 1 hour prior to scheduled takeoff time and perform the following duties in order to be completed with the pilots cockpit check at least 30 minutes prior to scheduled takeoff time:

- (1) Check pilots flight packet for completeness.
- (2) Insure that pilots master watch has been hacked.
- (3) Check mobile vehicle for required equipment.
- (4) Check mobile vehicle operation and adequate fuel quantity.
- (5) Check mobile vehicle communications equipment for proper operation.
- (6) Place master watch and flight packet in the aircraft and perform the pilots cockpit check (up to closing the canopy).
- (7) On "low flights" the pilot will complete his own pre-flight and pilot cockpit check.

NOTE: ALL ITEMS WILL BE CHECKED IAW THE U-2 FLIGHT MANUAL EXCEPT THOSE RELATIVE TO PERSONAL EQUIPMENT.

d. The mobile controller will perform the following functions after the pilot is in the cockpit:

- (1) Insure that crew chief connects seat ejection hose (C/G model).
- (2) Assist pilot in performing the cockpit check.
- (3) Insure that the fire truck is in position.
- (4) Monitor taxiing to insure that area is clear of obstructions.
- (5) Visually check aircraft for proper configuration and check overhead for other aircraft before takeoff.

e. After takeoff the mobile controller will call pilot and check that zero second lanyard is disconnected (C/G model), then he will closely monitor the UHF radio on the aircraft working frequency for 15 minutes and thereafter make himself readily available in the Command Post for the duration of the flight.

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OI-1

f. Prior to landing, the mobile controller will:

(1) Insure that operations notifies the fire department, life support, maintenance and security of the estimated time of landing.

(2) Position the mobile vehicle in a favorable position to monitor the approach and landing. (Normally 500-1000 feet from the approach end of the runway).

(3) Be prepared to give the pilot voice assistance and/or use appropriate color flares as necessary.

(4) Check that zero second lanyard is connected (C/G model).

g. After landing the mobile controller will:

(1) Insure maintenance disconnects and seat ejection hose prior to the pilot leaving the cockpit (C/G model).

(2) Deliver the pilots flight packet and master watch to flight planning.


Director of Operations

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OPS 01-3

8 July 1970

Operations

CREW INFORMATION FILE

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This OI describes CIF procedures for [REDACTED]

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1. Policy. This OI applies to all rated crew members assigned/attached to [REDACTED]

2. Responsibility. The Director of Operations is responsible for insuring adherence to this OI.

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3. Procedures. In accordance with AFR 55-48, Para 6, a Crew Information File is established in [REDACTED]. The CIF will consist of two parts.

a. Part I will include the following:

- (1) Applicable base flying regulations.
- (2) Applicable Air Force regulations on operations, flying and flight safety.
- (3) Applicable flight manuals.
- (4) Other data as appropriate.

b. Part II will consist of those items the Director of Operations considers necessary to disseminate to crew members. The information inserted may be from external sources or be generated from within the unit. In addition, each crew member may use the CIF as a vehicle for passing information to others within the unit. Requests of this category will be coordinated with the Director of Operations for his approval.

4. Maintenance and use of Part II. The items will be placed in the CIF, dated and numbered. Each crew member will read and initial all items prior to flight in the 210, U-3, T-33 or U-2. The items will remain in this temporary file, until all crew members have read them then be removed and placed in a permanent file (Part I). The Operations NCOIC will remove items at the proper time. It will be the responsibility of each crew member to read and initial the CIF prior to flight. For U-2 flights, the briefing officer will provide the CIF, Part II file for the pilot.



Director of Operations

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Next 6 Page(s) In Document Exempt

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OPS OI-6

23 July 1970

Operations

COMMAND POST OPERATION AND PROCEDURES

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This OI establishes the policy and procedures applicable to the operation of the [REDACTED] Command Post.

1. Responsibility. The Director of Operations is responsible for the overall supervision and operation of the Command Post. During normal flying operations, the designated duty and mobile officers are directly responsible to the Director of Operations for compliance with the policies and procedures contained in this OI.

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2. Procedures. The [REDACTED] Command Post has been established for the effective control of all flying activities at [REDACTED] to include: (1) A focal point of contact and supervision over daily flying activities. (2) Operational control over all U-2 missions. (3) U-2 mission progress monitoring and reporting as required. (4) Emergency assistance to all assigned aircraft. The following procedures and responsibilities are therefore established:

a. Manning. During periods of U-2 flying activity, the Command Post will be manned as follows:

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- (1) Duty Officer
- (2) Mobile Officer
- (3) Duty NCOIC
- (4) [REDACTED]
- (5) Instructor Pilot (student flying only)

b. Responsibilities.

- (1) Duty Officer:

(a) Will conduct all mission briefings as contained in the weekly schedule. For routine high level missions (above 50M) the briefing will commence 1+45 prior to takeoff, for low level missions (below 50M), 1+00 prior to takeoff. When required by mission length or complexity, briefings may be scheduled 2+00 prior to takeoff.

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(b) Prior to the first takeoff each day (210, U-3, T-33, or U-2), visually inspect the [REDACTED] runway and overruns to ensure operational condition. Maintain two-way radio contact with [REDACTED] while on the runway or overruns.

(c) During all U-2 flying, the Duty Officer, or temporary replacement, will be located in the Command Post and be aware of the position

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and flight situation of all aircraft.

(d) The Duty Officer will monitor the terminal weather for significant changes and will notify the aircraft involved, Director of Operations, and the Commander of any situation which would adversely effect recovery.

(e) Conduct such radio activity, UHF/HF, as required for the effective management and control of local flying.

(f) In the event of an aircraft emergency, the Duty Officer will be responsible for accomplishing all actions necessary for the safe recovery of the aircraft including those specific requirements detailed in para 2(c).

(g) After each U-2 mission, the Duty Officer will conduct a debriefing in the conference room, normally scheduled 30 minutes after landing.

(2) Mobile Officer: Specific mobile control duties during pre-flight and runway activities are detailed in Operations OI-1. As a qualified driver, the Mobile Officer serves as the primary source of assistance, advice, and decisions concerning U-2 aircraft operations. It is therefore mandatory that the Mobile Officer be stationed in the Command Post when not otherwise performing preflight or runway duties.

(3) Duty NCOIC:

(a) During all U-2 flying activity, the Duty NCOIC or his replacement, will be positioned in the Command Post at least 30 minutes prior to takeoff until all U-2 aircraft have landed.

(b) All mission briefings and debriefings will be announced over the P.A. system at least 10 minutes prior to occurrence.

(c) Clocks located in the Command Post will be "hacked" with the master in the BW room prior to the scheduled takeoff time.

(d) In the absence of the Duty or Mobile Officer, the Command Post NCOIC will operate radio (UHF/HF) equipment as necessary for communications with assigned aircraft.

(e) Prior to all U-2 missions, the Duty NCOIC will insure that the appropriate U-2 Dash One and flight plan are available in the Command Post and that the appropriate flight information is posted on the mission data board.

(f) During runway operations when the Duty and Mobile Officers are not located in the Command Post, the Command Post NCOIC will serve as the focal point of communications regarding flight activity and will maintain

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contact (UHF channel 19 and/or G.E. radio) with the mobile vehicle as required.

(4) Flight Planning:

(a) All U-2 missions will be displayed on the Command Post mission plotting board with appropriate annotations as required for monitoring mission progress.

(b) A copy of the green card will be available in the Command Post. In addition, one navigator will be available in the area for assistance as required during all U-2 missions.

(5) Weather Officer: The Weather Officer is responsible for posting appropriate mission weather in the Command Post prior for each U-2 mission. Any change to current or forecast weather conditions which could adversely effect mission accomplishment or aircraft recovery, will be reported to the Duty and/or Mobile Officer.

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(1) Advise the Director of Operations and Commander of the nature and extent of emergency.

(2) Provide the pilot with an estimated vector and distance to a suitable alternate and weather information if available.

(3) Assist the pilot with emergency procedures according to the Dash One and the advice of maintenance or equipment specialists as required.

(4) Determine whether airborne assistance is required. If so, dispatch

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a T-33 to the area for assistance.

(5) If the aircraft is diverted, advise the base of the intended landing ETA and extent of emergency. For all U-2 aircraft diverted to another base, procedures will be in accordance with the emergency recovery plan detailed in OI-4.

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(6) Alert Air Sea Rescue through [REDACTED] Operations if necessary.

(7) Take any such action necessary to assist the aircraft.

(8) For all emergencies involving U-2 aircraft, Project Headquarters will be notified as to the nature and extent of emergency and actions taken.

[REDACTED]
Director of Operations

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OPS OI-7

18 September 1969

Operations

MISSION ALERT NOTIFICATION

This OI establishes a method of notifying sections within the squadron of an impending flight.

1. Policy. To facilitate the notification of personnel when an impending operational flight is changed, delayed, or cancelled, the Operations Officer will publish an alert notification.

2. Responsibility. The Director of Operations is responsible for the implementation of these procedures.

3. Procedures:

a. There are two (2) methods by which the Operations Section may receive notification of an impending flight: By cable message sent from Project Headquarters, or by direction of the Squadron Commander. Upon notification by either means the Operations Officer will implement the procedures outlined in Attachment No. 1. Following notification by Operations each section head will implement procedures necessary to launch scheduled missions.

b. Upon completion of the mission (or cancellation thereof) the "Mission Alert Notification" will be made a part of the permanent record folder of the mission.



Director of Operations

1 Atch
Mission Alert Notification

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MISSION ALERT NOTIFICATION

Section Chief or individual on alert will initial proper column upon notification of alert, change or cancellation of a mission. The INDIVIDUAL ON ALERT IS RESPONSIBLE TO NOTIFY ALL PERSONNEL ASSIGNED HIS SECTION:

Date of Flight _____ Scheduled take-off time _____

Aircraft Number _____ Type Mission _____ Fast transport (is)(is not) required.

<u>SECTION</u>	<u>INDIVIDUAL ON ALERT</u>	<u>LOCATION</u>	<u>ALERT</u>	<u>CHANGE</u>	<u>CANX</u>
COMMANDER	_____	_____	_____	_____	_____
FLT PLANNING	_____	_____	_____	_____	_____
OPERATIONS SEC	_____	_____	_____	_____	_____
MOBILE CONTROLLER	_____	_____	_____	_____	_____
PILOT	_____	_____	_____	_____	_____
PERSONAL EQUIP	_____	_____	_____	_____	_____
MEDICAL SECTION	_____	_____	_____	_____	_____
COMMUNICATIONS	_____	_____	_____	_____	_____
SECURITY	_____	_____	_____	_____	_____
SPECIAL EQUIP	_____	_____	_____	_____	_____
DIRECTOR OF MAT	_____	_____	_____	_____	_____
MAINTENANCE	_____	_____	_____	_____	_____
WEATHER SECTION	_____	_____	_____	_____	_____
SUPPLY SECTION	_____	_____	_____	_____	_____

NOTE: All persons whose name appears above will keep the Operations Section informed of their location during duty hours and periods of special activity prior to a mission. During non-duty hours, they will keep the MAIN GATE informed of their location so that changes or cancellations may be passed on to them by a representative of the Operations Section

NOTIFICATION COMPLETED _____ HOURS BY _____
 CHANGE _____ HOURS BY _____
 CANX _____ HOURS BY _____

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OPS OI-8

24 September 1969

Operations

AIRCREW STANDARDIZATION/EVALUATION

STATINTL This OI defines the Standardization/Evaluation program of the

1. Policy. This OI applies to all rated crew members assigned to the

STATINTL 2. Responsibility. The Chief, Standardization and Training, is responsible for the overall adherence of this OI, however, this does not relieve the crew members of their individual responsibilities.

3. Procedures:

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a. In accordance with AFM 60-1 and supplements thereto, each assigned/attached crew member of the will be administered an annual proficiency evaluation flight check in each aircraft in which he maintains currency. A written proficiency examination will precede the check.

b. Aircrew members not directly associated with the operation of the aircraft or systems do not require annual checks.

STATINTL c. The annual Instrument Refresher Course for pilots and the annual Navigator/Observer Academic Refresher Course for navigators will be as stated in Supplement 1 to AFM 60-1.

STATINTL d. The annual Instrument Flight Check for pilots will be in accordance with paragraphs 4-17, 4-18, and 4-19, AFM 60-1 and Supplement 1.

e. Appropriate orders will be published and kept current designating instructor personnel and flight examiners.



Director of Operations

1 Atch
Sup 1 to AFM 60-1

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